

LIGHTHOUSE FESTIVAL

THINGS TO HAVE BEFORE STARTING THIS RENTAL CONTRACT:

1. Show graphic (Graphic must be sized 900 PX wide by 1125 PX tall).
2. Event description (This will go on the website events page along with your graphic).
3. If in need of branding for promotional use, please use the ones found in this [media kit](#).
4. Any applicable technical documents, ie: stage plot, setlists, visual or sound files used for the show.
5. Proof of insurance. If you do not have proof of insurance at this time, please note proof of insurance must be received by the theatre thirty (30) days in advance of your event.

Below is the coverage recommended:

- Minimum \$2,000,000.00 per occurrence Commercial General Liability limit
- Cross Liability included
- Thirty (30) Days Written Notice of Cancellation of the Certificate Holder (Lighthouse Festival)
- Broad Forms Tenants Legal Liability limit of \$500,000.00 (minimum)
- Medical Payments \$2,500.00 limit (minimum)
- Non-Owned Automobile Liability limit \$2,000,000.00 (minimum)

I have read the above information and understand what is required.

☐ CONFIRMED*

For additional insured:

For Port Colborne:

Lighthouse Festival Theatre Corporation

Roselawn Theatre

296 Fielden Ave.

Port Colborne, ON

L3K 4T6

For Port Dover:

Lighthouse Festival Theatre Corporation

Lighthouse Theatre

247 Main Street

Port Dover, ON

N0A 1N0

LIGHTHOUSE FESTIVAL, hereinafter referred to as the
CORPORATION, agrees to rent to the Lessee: *

(Your Name)

Your Contact Info:

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number *

Please enter a valid phone number.

Your email for a copy of the contract *

example@example.com

SECTION ONE

Contractual Obligations

THE CORPORATION AGREES

- To manage all ticket sales and provide revenues to Lessee (when event is for charity, final payment will be made to charitable organization)
- That ticket sales in full (less expenses agreed to by both parties to this agreement) will be paid to the Lessee within seven (7) business days after the event
- To provide a technical rehearsal to the Lessee the day of the event
- To provide a House Technician the day of the event who will remain to ensure facility is secure (the Sound Technician for live mix is an additional cost, see Section 3)

- To provide box office personnel on site three hours prior to event start
- To arrange front of house duties including bar services
- To supply the schedule for the event
- To ensure cleanliness of space including washrooms prior to the event
- To provide a stocked bar and bar sales available for one (1) hour prior to the performance, and available for a 20-minute intermission. No bar proceeds will be retained by the Lessee. There will be no bar sales after intermission

☐ CONFIRMED*

THE LESSEE AGREES

- To the ticketing policies of the CORPORATION. Since this is not a Lighthouse Festival production, and has been created by an independent producer and is presented outside of our regular theatre offerings, these tickets are not subject to refund, credit or exchange
- The stage must be clear of all performers, personnel and technical staff one (1) hour prior to start of event
- To supply at their own expense any additional equipment and/or personnel not included in the rental agreement
- Sound checks must be completed one (1) hour prior to event start
- Sound will not exceed 92dBa (decibels) and will be monitored. Excessive sound levels may result in a penalty to the Lessee of **\$1,000.00**
- No access to lighting and sound booths is permitted without prior approval from the CORPORATION
- To leave the facility undamaged and in tidy condition. To place all garbage and recycling in designated waste containers and to remove all rental event materials from the building concluding the event. Should additional janitorial services be necessary after the event, the CORPORATION will invoice the Lessee

- Absolutely no smoking permitted in any area of the building including the green room, dressing rooms, tech booths and backstage
- To provide adequate supervision and security to prevent any loss, damage or injury to the property. The CORPORATION is not responsible for valuables
- No access is permitted to any locked areas
- To note emergency procedures, located on notice board in green room and tech booths
- If alarm system sounds, please evacuate immediately
- All intermissions will be twenty (20) minutes unless authorized in advance by the CORPORATION
- All ticketed events must be sold via the CORPORATION's box office, no personal or other third-party sales are permitted
- Any changes to the event that come after publishing that are not the fault of the CORPORATION will be charged at a rate of **\$250.00** per occurrence
- All seats are reserved. No general admission seating is accepted
- The CORPORATION's volunteers may operate a 50/50 draw. No 50/50 proceeds will be retained by the Lessee
- Use of fog and/or haze is not permitted at Roselawn Port Colborne

☐ CONFIRMED

A fee of \$1,500.00 will be applied for alcohol in any unlicensed area. That includes the green room, dressing rooms, tech booths and backstage. No outside alcohol is permitted on the premises. *

☐ CONFIRMED

Please upload proof of insurance. If you do not have proof of insurance at this time please note proof of insurance must be received by the CORPORATION thirty (30) days in advance of your event.

Below is the coverage recommended:

- Minimum \$2,000,000.00 per occurrence Commercial General Liability limit
- Cross Liability included
- Thirty (30) Days Written Notice of Cancellation of the Certificate Holder (Lighthouse Festival)
- Broad Forms Tenants Legal Liability limit of \$500,000.00 (minimum)
- Medical Payments \$2,500.00 limit (minimum)
- Non-Owned Automobile Liability limit \$2,000,000.00 (minimum)



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THE CORPORATION nor any officer, agent or employee of the CORPORATION shall be liable for any damages, loss or injury, however caused, and that the Lessee shall indemnify all the above-mentioned persons for any loss, damage or injury incurred or suffered by any person attending at, or participating in, any event sponsored or conducted by the Lessee at the facility. The Lessee must provide proof of insurability. *

☐ CONFIRMED

THE CORPORATION is the venue for the event, not the presenter. All advertising material must be authorized by a representative of the CORPORATION, who will provide approval in a timely manner. If not adhered to, materials may be required to be reprinted at the Lessees expense. *

☐ CONFIRMED

THE CORPORATION shall not be liable for any non-availability of the facility as a result of any strike, civil strife, utility failure or Act of God. *

☐ CONFIRMED

THE CORPORATION has the right to cancel the event at any time, if deemed a detriment to the CORPORATION. *

☐ CONFIRMED

Any communicable disease-related ticket or show cancellations or postponements can result in refunds to the ticket holders. Cancellations due to a communicable disease will result in a refund of the deposit to the Lessee. *

☐ CONFIRMED

THIS AGREEMENT shall insure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and assigns. It shall be construed and enforced in accordance with the laws of the jurisdiction in which this agreement has been executed. This agreement constitutes the entire understanding and agreement between the parties and may not be modified or amended except by agreement in writing. *

☐ CONFIRMED

WAIVER: No waiver or modification of this agreement will be valid or binding unless in writing and signed by both THE CORPORATION and the Lessee. *

☐ CONFIRMED

THE CORPORATION values the contributions and participation of all citizens. To facilitate this involvement, the theatre is committed to providing goods and services that are accessible to all in a timely manner that respects their dignity and independence while providing for integration and equality of opportunity for all people, regardless of ability. Our policy can be found on our website. *

☐ CONFIRMED

SECTION TWO

Your Event Details

I will be renting the MAIN STAGE at *

- ☐ Lighthouse Theatre Port Dover
- ☐ Roselawn Theatre Port Colborne
- ☐ Simcoe Little Theatre Simcoe

The use of the space owned by Lighthouse Festival on *

MM-DD-YYYY



Date

For the performance/event of *

Show Title

What time will your event begin? (NOTE: If you are doing two shows in one day please select both times) *

☐ 2:00 pm (matinee)

☐ 7:30 pm (evening)

Is this a Charitable event? *

☐ Yes

☐ No

Please provide your charity number. *

Please provide your charity number: blanks *

Name of Primary Contact: blanks *

Email *

Area Code *

Phone Number *

Lighthouse Theatre Port Dover - MAIN STAGE (346 seats)

Located at: 247 Main Street, Port Dover, ON N0A 1N0

2024 RENTAL RATES

All Main Stage events require a \$500.00 non-refundable deposit at signing of contract payable by e-transfer or cheque.

For any additional hours (including two performance days as well as failure to leave at the exit time) a fee of \$250.00 per hour, after ten (10) hours, will apply.

Rental rates and fees are subject to change

Main Stage (non-charitable event) *

☐ \$1,500.00 or 15% of ticket sales, whichever is greater (10 hour/1 performance rental)

Main Stage (charitable event) *

☐ \$800.00 Charitable Rate (10 hour/1 performance rental)

Roselawn Theatre Port Colborne - MAIN STAGE (228 seats)

Located at: 296 Fielden Ave., Port Colborne, ON L3K 4T6

2024 RENTAL RATES

All Main Stage events require a \$500.00 non-refundable deposit at signing of contract payable by e-transfer or cheque.

For any additional hours (including two performance days as well as failure to leave at the exit time) a fee of \$250.00 per hour, after ten (10) hours, will apply.

Rental rates and fees are subject to change

Main Stage (non-charitable event) *

☐ \$1000.00 or 15% of ticket sales, whichever is greater (10 hour/1 performance rental)

Main Stage (charitable event) *

☐ \$550.00 Charitable Rate (10 hour/1 performance rental)

Simcoe Little Theatre - MAIN STAGE (114 seats)

Located at: 33 Talbot St. N., Simcoe, ON N3Y 4L2

2024 RENTAL RATES

All Main Stage events require a \$250.00 non-refundable deposit at signing of contract

payable by e-transfer or cheque.

For any additional hours (including two performance days as well as failure to leave at the exit time) a fee of \$250.00 per hour, after ten (10) hours, will apply.

Rental rates and fees are subject to change

Main Stage (non-charitable event) *

- ☐ \$550.00 or 15% of ticket sales, whichever is greater (10 hour/1 performance rental)

Main Stage (charitable event) *

- ☐ \$375.00 Charitable Rate (10 hour/1 performance rental)

What type of event are you presenting? *

- ☐ Live Performance
- ☐ Seminar/Lecture

What is the cost of your ticket, including HST? (Example: \$35. The theatre will add a \$1.50 surcharge to the amount specified here, thereby the public will see \$36.50. Please put your ticket price without including this surcharge.) *

e.g., 23

Please select the date you would like your event to go on sale and up on the website, pending receipt of deposit. (NOTE: If you'd like your event up ASAP, it'll be a minimum of 14 days from receipt of deposit.) *

MM-DD-YYYY



Date

SOCAN remittance for musical performances/bands/use of music: *

- ☐ We, the Lessee, have our own SOCAN number and will remit directly to SOCAN ourselves.
- ☐ Please add 3% of all net ticket sales to the rental fee, the total of which will be remitted by the CORPORATION on our, the Lessee's, behalf.
- ☐ There is no music in this show, performed, pre show or otherwise.

THE CORPORATION offers two marketing packages.

Option 1: FREE

- Event included in monthly email blasts for upcoming events

Option 2: \$300.00 (NEW*)

- Event included in monthly email blasts for upcoming events
- Three (3) social media posts from the CORPORATION's Facebook page; one (1) the month before the event, one (1) the week of the event, one (1) the day before the event.
- Poster delivery for fifty (50) posters. Posters will be supplied by the Lessee. Please be sure to include the location of the event and the Lighthouse Festival website. Posters must be 8.5x11 or 8.5x14. Posters can be dropped off at the box office of the theatre in which your rental is taking place, or mailed to:

Lighthouse Theatre Port Dover	Alice Barnett 247 Main Street, Port Dover ON N0A 1N0
Roselawn Theatre Port Colborne	Alice Barnett 296 Fielden Avenue, Port Colborne ON L3K 4T6
Simcoe Little Theatre	Alice Barnett 247 Main Street, Port Dover ON N0A 1N0

Select the marketing package you want included *

- ☐ Option 1: Free
- ☐ Option 2: \$300.00

Please upload your poster for approval. Failure to get your poster approved may result in requiring the posters to be reprinted at the Lessees expense. Please only use the branding provided in the media kit on the first page of this contract. *



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All events are posted on the Lighthouse Festival website, allowing online sales available to patrons. Please upload your show graphic. Graphic must be 900 PX wide by 1125 PX tall. *



Browse Files

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Please paste your show description below for our website *

0/350

SECTION THREE

Technical Requirements

Files such as setlists, stage plots, lighting cues, audio files, video files must be received seven (7) days prior to your event. If they have not been received by then they may not be available to you on the day of the performance. *

☐ CONFIRMED

Here is an example of standard schedules for one (1) and two (2) show days. Our Technical Director will confirm a schedule with you based on your preferred set up time:

ONE SHOW DAY (2:00pm):

9:00am - Sound technician setup
10:00am - Band load in/setup
11:00am - Sound check
1:00pm - Stage cleared for final touches
1:30pm - House opens
2:00pm - Show time
7:00pm - Exit time

ONE SHOW DAY (7:30pm):

1:30pm - Sound technician setup
2:30pm - Band load in/setup
4:30pm - Sound check
6:30pm - Stage cleared for final touches
7:00pm - House opens
7:30pm - Show time
11:30pm - Exit time

TWO SHOW DAY (2:00pm and 7:30pm):

9:00am - Sound technician setup
10:00am - Band load in/setup
11:00am - Sound check
1:00pm - Stage cleared for final touches
1:30pm - House opens
2:00pm - Show time
6:30pm - Stage cleared for final touches
7:00pm - House opens
7:30pm - Show time
11:30pm - Exit time

What time will you arrive to set up your event? *

Hour Minutes

How many acts are in your production? (NOTE: All intermissions are twenty (20) minutes.) *

☐ 1 Act

- ☐ 2 Act
- ☐ Seminar/Private Event

How long is your first act? *

How long is your second act? *

How long is your seminar or private event? *

Do you require space in the lobby to set up a Merch Table? *

- ☐ Yes
- ☐ No

Do you require a Merch Table to be provided? (NOTE: You must provide your own staff & float to sell merchandise. Do not ask the CORPORATION to sell your merchandise. The CORPORATION does not take a percentage of merchandise sales and is not responsible for the security of your merchandise.) *

- ☐ Yes
- ☐ No

Is late entry to your event permitted? *

- ☐ Yes
- ☐ No

Is photography at your event permitted? *

- ☐ Yes
- ☐ No

Is video at your event permitted? *

☐ Yes

☐ No

Is a Sound Technician required? Cost: \$300.00 (NOTE: Our theatres are equipped with X32 sound consoles. This is for live mix if you're a band. If you only require audio playback, that is included with the House Technician. The Sound Technician is in addition to the included House Technician). This fee is non-refundable, and it remains applicable even if the lessee engages the services of their own audio technician at a later stage. *

☐ Yes, we need a sound technician supplied by the CORPORATION

☐ No, we have our own technician

☐ Not needed

Does your event require a projector? *

☐ Yes

☐ No

Who will provide the projector? *

☐ I have my own

☐ I will need one supplied

Who's computer will run the show? *

☐ I have my own computer

☐ I would like the CORPORATION to run the show

Please select the items you may need from our stock. (NOTE: All mic stands, mics, monitors, DI boxes, cabling, and PA system are provided in the rental.

Please see the

[rental page](#) for a complete list of gear, be sure to refer to the equipment list.

The CORPORATION is not responsible for providing any additional equipment that is not on this list. Any additional equipment required is the responsibility of the Lessee.)

- ☐ Music Stands (10 maximum)
- ☐ Stools on stage (6 maximum)
- ☐ Music Lights (10 maximum)
- ☐ Drum Riser (8x8, 18 inches high)
- ☐ Chairs (6 maximum)
- ☐ None Required^{*}

Please select the items you may need from our stock. (NOTE: All mic stands, mics, monitors, DI boxes, cabling, and PA system are provided in the rental.

Please see the

[rental page](#) for a complete list of gear, be sure to refer to the equipment list.

The CORPORATION is not responsible for providing any additional equipment that is not on this list. Any additional equipment required is the responsibility of the Lessee.)

- ☐ Music Stands (10 maximum)
- ☐ Stools on stage (6 maximum)
- ☐ Chairs (6 maximum)
- ☐ None Required^{*}

Does the Lessee require stair access to the audience? *

- ☐ Yes
- ☐ No

Will Patrons be invited on stage? *

- ☐ Yes
- ☐ No

Please upload your stage plot if applicable.

Please upload your lighting cues if applicable.



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Please upload your setlist if applicable.



Browse Files

Drag and drop files here



Browse Files

Drag and drop files here

Please upload any video files if applicable.



Browse Files

Drag and drop files here

Please upload any sound files if applicable.



Browse Files

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If there are any other technical requests outside of this form, please state them here:

THE CORPORATION's Technical Director will follow up with all the above technical questions and options two (2) weeks minimum prior to your event should you need to adjust or add any information to our records.*

☐ CONFIRMED

SECTION FOUR

Accounting

How would you like the CORPORATION to pay you after your event? (NOTE: Payment can take up to seven (7) business days to be processed. We cannot process the payout the day of the event. We are not able to provide advances at this time.) *

- ☐ Direct Deposit
- ☐ E-transfer

**Cheque available upon request.*

Please provide the name of the payment recipient blanks *

Institution Number: blanks *

Transit Number: blanks *

Type a label *

Account Number: Type a label *

Email address for payment notification: Email *

Please provide the email address for it to be sent to.

example@example.com

The CORPORATION applies \$1.50 fee at the point of purchase to the purchaser, which is not reimbursable to the Lessee. Additionally, the CORPORATION will apply a surcharge of \$1.50 for all complimentary tickets to the Lessee. The total sum of this fee will be deducted from ticket sales upon reconciliation post-event. *

- ☐ CONFIRMED

A 3.5% fee per credit card and Interac transaction will be calculated for all credit card and Interac purchases. The total sum of this fee will be deducted from ticket sales upon reconciliation post-event. *

- ☐ CONFIRMED

The Lessee understands a non-refundable deposit of \$500.00 is required. In the case of cancellation, the fee will not be returned. The Lessee also understands the rental agreement will not be considered confirmed until the deposit is received by the CORPORATION. The deposit needs to be received no later than 2 weeks from the contract signing date. This date will only be held for you once payment has been received. If submitting your deposit via e-transfer please put the name and date of your rental in the notes. *

☐ CONFIRMED

Payable by e-transfer to lisa@lighthouse theatre.com or cheque to:

Lighthouse Festival

P.O. Box 1208

247 Main Street

Port Dover, ON N0A 1N0

☐ ETransfer (preferred) ☐ Cheque *

If you are a promoter, booking agent or other third party, please ensure that the on-stage act receives and reads this contract. All representatives of the Lessee will adhere to all requirements, which is binding to this contract. *

☐ CONFIRMED

Total Cost of Your Event (NOTE: This is just a reference. Cost is subject to change based on reconciliation post-event.)

0

Signature *

Sign Here



Clear

Date *

MM-DD-YYYY



Date

SAMPLE