

LIGHTHOUSE FESTIVAL

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 *

(000) 000-0000

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 provide a House Technician the day of event who will remain to ensure facility is secure
- To supply the schedule for the event
- To ensure cleanliness of the space including washrooms prior to the event

CONFIRMED *

THE LESSEE AGREES

- 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

- To supply at their own expense any additional equipment and/or personnel not included in the rental agreement
- To provide adequate supervision and security to prevent any loss, damage or injury to the property. The CORPORATION is not responsible for valuables
- Sound will not exceed 92dBa (decibels) and will be monitored. Excessive sound levels may result in a penalty to the Lessee of **\$1000.00**
- Absolutely no smoking permitted in any area of the building including the green room, dressing rooms, tech booths and backstage
- 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

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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 \$2500.00 limit (minimum)
- Non-Owned Automobile Liability limit \$2,000,000.00 (minimum)



Browse Files

Drag and drop files here

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. *

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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. *

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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. *

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

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Cancellations due to a communicable disease will result in a refund to the Lessee. *

CONFIRMED

THIS AGREEMENT shall inure to the benefit of and be binding upon the

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. *

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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. *

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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. *

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2024 RENTAL RATES

Community Meeting Room Rental \$250.00 (3 hours maximum).

Payable by cheque or e-transfer.

For additional hours a fee of \$250.00 per hour after the three (3) hours will apply.

Rental rates and fees are subject to change

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SECTION TWO

Your Event Details

I will be renting at the following location: *

- Lighthouse Theatre Port Dover
- Roselawn Theatre Port Colborne

The use of the space owned by Lighthouse Festival on *

Date

For the event of *

Show Title

What time will your event begin? *

Hour Minutes

What type of event are you presenting? *

- Seminar/Lecture
- Meeting

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

Hour Minutes

How many attendees do you expect at your event? *

e.g., 23

How long is your seminar or private event? *

Does your event require a projector? *

Yes

No

Who will provide the projector? *

I have my own

I will need one supplied

Would you like the bar open for your meeting? *

Yes

No

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. *

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SECTION THREE

Accounting

The Lessee agrees not to exceed a span of time greater than the three (3) hour rental. The Lessee agrees to a penalty payment of \$250.00 per hour beyond the indicated exit time. *

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The Lessee understands the non-refundable fee of \$250.00 is required at the time of signing the contract. The Lessee also understands the rental agreement will not be considered confirmed until the fee is received by the CORPORATION.

Payable by e-transfer to ap@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 booking agent or other third party, please ensure that all representatives receive and read this contract. All representatives of the Lessee will adhere to all requirements, which is binding to this contract. *

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Total cost of event: \$250.00 (NOTE: This is just a reference. Cost is subject to change based on reconciliation post-event.)

Signature *

Sign Here



Clear

Date *

MM-DD-YYYY 

Date