



# ALUMNAE THEATRE RENTALS FREQUENTLY ASKED QUESTIONS

*Effective as of January 1, 2018*

## *FILM & TELEVISION COMPANIES*

The information below is designed for film and television companies. Theatrical companies (theatre, dance, comedy, music, etc.) should consult FAQ Theatrical.

### GENERAL

#### **What are the rental rates?**

1. Rates are negotiated with each renter, based on the space(s) required:  
Main Stage, Studio, Trinity, Lobby, and/or Dressing Room.
2. The damage deposit is \$500 for the Main Stage, \$250 for the Studio, and \$150 each for the Lobby, Trinity, and Dressing Room.
3. For every hour that a rental company is in the building, an Alumnae rental supervisor must be present. This costs an additional \$25 per hour. The minimum call for a rental supervisor is four hours per day.

#### **What are the seating capacities?**

1. The Main Stage seats 140, including four wheelchair spaces.
2. The Studio seats up to 80.
3. The Lobby accommodates up to 60 people for a reception (standing) or 20 people for a meeting (with chairs).

#### **What are the stage dimensions?**

Main Stage: 32.5 feet wide, 28 feet deep, and 16'2" high (to the grid)

Studio: 25' wide and 20' deep

#### **Does Alumnae provide any technical crew?**

No, renters must provide all their own technical crew. The rental supervisor is on site to do just that – supervise – and to provide guidance to renters in using the building safely and within Alumnae's parameters.

However, Alumnae's lead rental supervisor is available for technical consultations, whether in person (that is, at the theatre) or on the phone, according to the following fee schedule:

- \$15 for up to 30 minutes
- \$25 for 30 to 60 minutes

If the technical consultation is brief and in person, it must be scheduled at a time that is convenient for the supervisor. To obtain contact information for the lead rental supervisor, e-mail the Rental Co-manager you are dealing with.

## ACCESSIBILITY

Wheel-chair access is available through barrier-free, power-assisted doors into the building and into the lobby. One of the three public washrooms on the ground floor is wheelchair-accessible. Wheel-chair access into the Main Stage theatre is through a door opposite the washrooms. Please note that *only* the ground floor offers this level of accessibility.

## CREDIT IN FILM

### **How should we word the location credit?**

The on-screen credit is to appear as Alumnae Theatre (*not* Alumnae Theatre Company).

## RENTAL PROCESS

### **How do I find out if the dates I want are available?**

Send an e-mail to [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) indicating which space(s) you are interested in renting and which dates you have in mind. If the dates are available, a hold will be put on the space for you. This means that you will have right of first refusal, should someone else express interest in the space on your dates before the contract is signed and the deposit received.

### **What about a site visit?**

Since no one is at the theatre on a regular basis, site visits must be arranged in advance. The first two site visits are included in the rental fee. The third and subsequent visits are charged at \$30 each for half an hour or \$50 each for an hour.

### **Do I need to provide a deposit?**

Yes. The deposit equals half of the rental fee *plus* half of the cost of the rental supervisor's time (where applicable) *plus* all of the damage deposit. When the deposit and two signed copies of the contract are received by Alumnae, your rental is confirmed. The contract will be counter-signed and one copy returned to you.

### **When is the balance due?**

The balance of your rental fee is due one week before you load in.

### **Is there any other information I need to provide for the contract?**

Before the contract can be prepared, you will be asked to provide a draft of your production schedule so that an estimate of the cost of the rental supervisor's time can be included in the contract. This also provides the basis for scheduling the rental supervisor.

### **What if I don't use as many production hours as I estimate? What if I use more?**

When your rental period is over, the number of production hours estimated will be reconciled with the number of production hours actually used. You will then be charged for any hours used over the estimate or receive a refund for any hours under the estimate.

### **What about making changes to our production hours before or during our rental?**

This is always possible, with the following caveats:

- If you reduce the production hours for a given day with less than 48 hours' notice, you will still be charged for that day's original production hours.
- If you increase the production hours on a given day with less than 48 hours' notice, you will be charged double-time (\$50/hour) on the additional hours.
- All rental supervisors are entitled to say no to any request for additional hours received with less than 48 hours' notice.

**The contract stipulates that renters have to be out by midnight. If we want to stay past midnight, is this negotiable?**

Yes, this is negotiable with the rental supervisor on duty, but must be discussed well in advance.

The following caveats also apply *whenever* you stay past midnight:

- Hours after midnight are charged at double time (\$50/hour), whether scheduled or not.
- If you leave the theatre after midnight (on any night), the rental supervisor is entitled to take a taxi home; the cost of the taxi will be charged to you.

**Are we charged for any time beyond our actual production hours?**

Yes. All renters will be charged for an additional 15 minutes of closing-down procedures on each rental day. This time period will begin after *all* of the renter's personnel have completely left the building. The cost will be \$6.25 per rental day.

**What is the cancellation policy?**

In the event that you cancel the rental after we have received your deposit and signed contract, the following shall apply:

- If written notice of cancellation is received four months or more before the first date of the rental, the deposit shall be returned in full.
- If written notice of cancellation is received less than four months but more than two months before the first date of the rental, fifty (50) per cent of the deposit shall be returned.
- If written notice of cancellation is received two months or less before the first date of the rental, the entire deposit shall be non-refundable.
- In all cases, the damage deposit shall be returned.

In the very unlikely event that Alumnae Theatre Company cancels the rental after we have received your deposit and signed contract, the following shall apply:

- If written notice of cancellation is given four months or more before the first date of the rental, the rental deposit shall be returned in full.
- If written notice of cancellation is given less than four months but more than two months before the first date of the rental, the rental deposit shall be returned in full *and* ATC shall pay the to the TENANT an amount equal to fifty (50) per cent of the rental deposit.
- If written notice of cancellation is given two months or less before the first date of the rental, the deposit shall be returned in full *and* ATC shall pay to the TENANT an amount equal to the rental deposit.
- In all cases, the damage deposit shall be returned.

**Who takes care of our garbage?**

You do. Your strike includes the removal of all garbage and cardboard boxes under the direction, and to the satisfaction, of the rental supervisor. At the discretion of the rental supervisor, you may be charged \$5 per garbage tag; this cost will be calculated during the final accounting.

**DRESSING ROOMS**

**What dressing room facilities are available?**

There is a dressing room in the basement. It seats 16 and has fixed mirrors and dressing tables. For larger casts, the adjacent Green Room can be suitably arranged. There is a working shower in this dressing room. A large rehearsal room (Trinity) on the second floor can also be used as a dressing room; tables, chairs, and some mirrors are provided.

## FOOD & BEVERAGE

### **Is there a refrigerator? Is there a freezer?**

There are two small, lockable bar fridges at the lobby bar and one normal-sized fridge with a freezer in the basement that you may use. Please provide advance notice if you wish to use any of these so that they can be cleared out before you load in. At the end of your rental, as part of your strike, you must also clean out any fridge you have used and leave it fresh and sparkling for future users.

### **Is there a stove?**

There is a stove (with oven) in the basement. For safety, it is not operational unless a breaker is connected. Speak to your rental supervisor if you wish to use it.

## OTHER EQUIPMENT

### **Does the theatre have a piano that we could use?**

There is a Heintzman upright piano in the lobby. Renters wanting to use it on the Main Stage would be responsible for having it professionally tuned and professionally moved onto the stage and back. The charge for renting this piano is as follows:

- \$50 for up to one week (4 to 7 days)
- \$35 for each week or partial week thereafter
- \$15 per day.

There is an old upright piano in the stage-right wing of the Studio; renters would be responsible for having it professionally tuned and, if necessary, for moving it to the stage and back. Given its age, there is no charge for using this piano.

## PARKING

### **What parking is available near the theatre?**

The closest Green P parking lot is at the southeast corner of Richmond and Sherbourne. Pay-and-display street parking is available on some of the neighbouring streets. Check out <http://parking.greenp.com/> for further information on both kinds of parking.

**Note:** Beware of the marked handicapped parking spot on the west side of Berkeley Street in the middle of the block between King and Adelaide; unauthorized vehicles parking there risk incurring a fine exceeding \$400.

### **What about the parking lot on the south side of the building?**

The parking lot on the south side of the building may be used only by cast and crew. However, **the use of this lot is restricted in many ways:**

- Three of the six parking spots on the north side of the lot are rented by Alumnae to a local business. If you park in one of these spots before 6:00 p.m., you will be tagged and towed at your own expense.
- If you wish to use an Alumnae parking spot before 6:00 p.m., you must request a sign to put on your dashboard. On the first day of your rental, the rental supervisor will advise you which parking spaces are available for your use and provide you with a sign for each vehicle that will specify the dates and times when you are permitted to use a parking spot. Otherwise, you will be tagged and towed at your own expense.