

NEWMARKET THEATRE

OPERATING PROCEDURES MANUAL

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NEWMARKET THEATRE

OPERATING PROCEDURES MANUAL

INTRODUCTION

The Newmarket Theatre is operated by The Corporation of the Town of Newmarket, under a joint shared use agreement with the York Region District School Board.

The Theatre is available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions laid out in the Operating Procedures Manual and RENTAL AGREEMENT and any appendices. All LICENSEES and patrons will be responsible for compliance with all local, provincial and federal laws and policies, by-laws and regulations of the Town of Newmarket.

The material contained in this Operating Procedures Manual is intended to serve as an adjunct and integral part of all licenses for the use of the THEATRE and as a guide for potential LICENSEES.

MANAGEMENT of the THEATRE may, by specific exception or amendment to the main body of the license, alter sections of the Operating Procedures Manual to better suit the needs of specific events. However, in the absence of written changes, all policies enumerated in the manual will be in full force as stated.

In this manual the THEATRE is the Newmarket Theatre. The user group is the LICENSEE. The THEATRE CO-ORDINATOR or designate, is the town's theatre representative. The BOARD is the York Region District School Board.

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2014 AA-REVISED MANUAL JANUARY 16.docx Microsoft Word Format

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This document is also available online at www.newmarkettheatre.ca

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OPERATING PROCEDURES MANUAL

1. BUILDING HOURS AND SCHEDULING

1.1 MASTER CALENDAR AND THEATRE BOOKINGS

- 1.1.1 The THEATRE will maintain a one year running calendar of activities and will accept tentative event dates for potential LICENSEES for available dates within that one year period. User groups may submit date requests for the following season as of September 1st of the previous season.
- 1.1.2 Events will be scheduled and held on a tentative basis for a set length of time or until there is a second request for use of the same time. The individual or organization first requesting the date will be asked to make a deposit for the designated time of use. If the first requesting party chooses not to make that deposit, the date will be released to the second requesting party upon payment of similar deposit. At that point, a license will be issued to whichever party has made such a deposit. At any time additional payments may be requested by the THEATRE to cover the cost of expenses incurred on the LICENSEE'S behalf. If an event is cancelled by the LICENSEE, deposits will be forfeited as liquidation damages.
- 1.1.3 "The Town", (including the Recreation and Culture Department and community user groups), shall be entitled to use of the THEATRE in priority to the Board.
- 1.1.4 All requests for the use of the theatre will be considered based on the time and date that the request was received and the availability of the date requested. Where conflicts occur between Newmarket based user groups and those from out of town, Newmarket based groups and/or long term user groups will be given priority.
- 1.1.5 LICENSEES must submit a proposed list of productions for their event or season, at the time of their date request. If another group offers a similar production request, the first group making the submission will be allowed to proceed. Should a LICENSEE be unable to secure royalties for a production, they will not be allowed to submit a request for a production already booked by another group. In order to protect each LICENSEE, similar productions will not be allowed to run within six (6) months of each other.

1.2 LICENSES

When a potential LICENSEE advises the THEATRE in writing that a date is firm, a LICENSE AGREEMENT will be sent to the LICENSEE for execution. This license must be returned with a non-refundable deposit as indicated, to the THEATRE within the period of time specified in the license. The THEATRE will then sign and return one copy to the LICENSEE. The THEATRE reserves the right to request a non-refundable deposit prior to the issuance of the license.

1.3 SIGNED CONTRACT WITH AN ACT

- 1.3.1 The LICENSEE agrees to furnish the THEATRE, at the time of executing the License Agreement, a copy of the contract rider between LICENSEE and the Act to be presented. This will ensure that performance requirement will be fulfilled, and that the THEATRE will be able to provide the best service possible to the performers.

1.3.2 Performance Contract - At the request of the THEATRE CO-ORDINATOR, the LICENSEE shall produce any contract that it may have with an artist or with a playwright royalties granting organization with regard to any question of copyright or other matter which the THEATRE CO-ORDINATOR may deem necessary to determine that the LICENSEE has completed arrangements for the engagement.

1.4 OPENING HOURS FOR LOBBY

The LICENSEE agrees that the THEATRE will have the right to open the main lobby of the theatre at least sixty (60) minutes before the advertised commencement of the event and to permit patrons to be seated at least thirty (30) minutes in advance of the advertised commencement of the event. At that time, all technical preparations, lighting and sound checks, rehearsals and other activities will have been completed on the stage and in the theatre.

1.5 CURTAIN TIME

The LICENSEE agrees to make every effort to begin the event within five minutes after the announced commencement time. The THEATRE CO-ORDINATOR or designate, at their discretion or when unforeseen circumstances dictate, will delay the start of the performance for a reasonable period of time to allow the majority of patrons to be seated. The THEATRE reserves the right to delay seating of latecomers until the first suitable break in the performance.

1.6 LICENSEE REPRESENTATIVE

The LICENSEE will furnish to the THEATRE the name, address and phone number of the LICENSEE'S representative. This representative will be the sole person authorized to make decisions or to negotiate with the THEATRE. This representative, who must be present at each performance, will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the staff of the THEATRE.

1.7 INTERMISSION

For all programs lasting one hour or more, the LICENSEE will schedule and allow an intermission of not less than twenty (20) minutes, subject to modification by the THEATRE. When necessary, due to unusual conditions, any show that is more than seventy-five minutes (75) long and does not have an intermission may be charged an additional Front-of-House fee.

1.8 OPEN REHEARSALS

Any rehearsal attended by more than twenty (20) non-essential personnel will be considered a performance and the THEATRE unless approved in writing by the THEATRE CO-ORDINATOR must be advised thirty (30) days in advance in order to provide adequate staffing. The cost of these services will be borne by the LICENSEE.

1.9 THEATRE AS SUPPLIED

1.9.1 The THEATRE will be made available to the LICENSEE with ordinary auditorium lighting, heating and air conditioning, subject to equipment breakdown (i.e. equipment needing maintenance/out for repairs.). The basic theatrical stage lighting system and stage sound system will also be available subject to equipment breakdown or repair, for the LICENSEE to use during their rental of the theatre at no additional charge.

Any additional equipment required by the LICENSEE for the engagement is strictly the responsibility of the LICENSEE and must be approved by the THEATRE CO-ORDINATOR or designate.

- 1.9.2 Building Cleanliness - The THEATRE will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the theatre dressing rooms or other rooms used by the LICENSEE or the LICENSEE'S performers cast or crew, are left in an unsatisfactory condition, in the sole opinion of the THEATRE CO-ORDINATOR or designate, the LICENSEE shall be responsible for cleaning costs incurred.
- 1.9.3 Building Alterations - There will be no alterations to the THEATRE without written approval of the THEATRE CO-ORDINATOR or designate.
- 1.9.4 Building Damage - Any damaged to the THEATRE BUILDING or its equipment, however caused, will be paid for by the LICENSEE. All equipment brought into the theatre including stage sets, decorations, attachments, in the premises and surrounding areas shall be subject to the approval of the THEATRE CO-ORDINATOR or designate. All sets must be treated with a fire retardant (see Section 7.3). All electrical equipment must be approved (see Section 2.9).
- 1.9.5 Building Overtime - The standard daily rental period is four (4), eight (8), or twelve (12) consecutive hours. The rental period starts when the LICENSEE or his group enters the THEATRE or when set up is started on the LICENSEE'S behalf (i.e. THEATRE staff begins work at contracted start time.)

The following must be complete before the end of the rental period:

- all stage equipment has been put away;
- all lighting that has been adapted for the LICENSEE'S specific show is reset to the standard;
- the stage floor has been swept and/or mopped;
- the LICENSEE'S group has vacated the building; and
- the THEATRE BUILDING is locked and a security check is completed.

Please note that the contracted end time is when the theatre should be clear, not when work should be stopping. If the above noted tasks are not completed before the end of the contracted rental period, additional charges will apply to the LICENSEE. The LICENSEE should assist with the take down of the show in order to keep crew and building overtime charges (if any) to a minimum. Please note that the rental day includes time taken for meals and times when the LICENSEE may not be in the building.

- 1.9.6 Any extensions to the contracted rental times must be approved by the THEATRE at least 24 hours in advance of the change.

1.10 FINANCIAL SETTLEMENT

Any money owed to the LICENSEE at the conclusion of the event will be calculated within five working days after the event. This money will be returned to the LICENSEE by the THEATRE with a full accounting of charges made by the THEATRE. The THEATRE will endeavour to process this as quickly as possible and final settlement will usually be available 20 working days after the event.

When money is owed to the THEATRE at the conclusion of an event, an invoice for the balance owed will be issued to the LICENSEE. Any money owing to the THEATRE will be due NET 30 DAYS from the issue date of the invoice. A full accounting of charges made by the THEATRE will accompany the invoice.

1.11 DEPOSITS FOR THE USE OF THE THEATRE

The THEATRE will secure a deposit amount from the LICENSEE when contracting the LICENSEE'S use of the THEATRE. This deposit will be credited toward the final invoice issued by the THEATRE to the LICENSEE. An additional deposit from the LICENSEE may be required by the THEATRE if the anticipated costs of the THEATRE rental are higher than the anticipated revenue from ticket sales at the THEATRE box office. Failure by the LICENSEE to pay the additional deposit may result in the cancellation of the LICENSE and the forfeiting of the initial deposit as liquidated damages.

Where the LICENSEE is selling the tickets, (prepared by the THEATRE), for an event, the THEATRE may require the entire anticipated cost of the production paid in advance.

2. TECHNICAL FACILITIES AND EQUIPMENT

2.1 TECHNICAL INFORMATION

Technical information will be sent to LICENSEES if requested. This information includes lighting, audio, and stage equipment lists, drawings of the stage and lighting grid, the house light plot and stock lighting gel list. All of this information is available online at the THEATRE website at www.newmarkettheatre.ca

2.2 SITE VISITS

A site visit to view the theatre and the technical equipment is encouraged and may be arranged in advance during normal business hours, Monday to Friday, with the THEATRE CO-ORDINATOR or designate. Additional site visits if required may incur extra charges to the LICENSEE to be determined by the THEATRE.

2.3 FRONT OF HOUSE AND TECHNICAL INFORMATION QUESTIONNAIRE

A FRONT OF HOUSE AND TECHNICAL INFORMATION questionnaire will be sent to the LICENSEE with the license for the use of the THEATRE. This questionnaire will detail ticket information such as day, date and time of performance(s) and set ticket prices. This questionnaire also details information about the technical aspects of your event. This questionnaire must be returned to the THEATRE, fully completed, no later than thirty (30) days prior to the event. If the THEATRE CO-ORDINATOR or designate, has any questions regarding the questionnaire, the LICENSEE or designate will be contacted. If applicable, the LICENSEE will be contacted prior to the event with an estimate of the production costs for the event. Please also see BOX OFFICE 5.4.11.

The technical questionnaire includes a schedule. This schedule is required to ensure proper staffing for the contracted rental period. Once this schedule has been submitted any extensions, additions, or deletions to the schedule must be approved by the THEATRE at least twenty four (24) hours in advance.

2.4 ADDITIONAL CHARGES FOR SPECIAL EQUIPMENT

Some technical equipment used by the LICENSEE may have additional charges associated with its use. Additional charges are levied either because these items have a short life span and must be replaced frequently at an expense to the THEATRE, or they have high maintenance costs associated with them, or they consume products (batteries, fog liquid) in their use. These items include but are not restricted to: gobos/patterns for lights, wireless microphones, fog machines, haze machines, snow machines, intelligent lighting equipment, and piano tuning.

2.5 BACKSTAGE SUPERVISION

The LICENSEE will provide an adequate number of people to run and supervise their performance, set up, strike, or rehearsal in a safe and efficient manner. If in the opinion of the Theatre Co-ordinator or designate, the LICENSEE has failed to supply adequate supervision backstage or in the classrooms, if used, the LICENSEE will be responsible for all costs associated with the THEATRE supplying supervision.

The LICENSEE will provide a Stage Manager or equivalent backstage supervisor. The designated Stage Manager will be responsible for the supervision of the LICENSEE'S activities backstage. This Stage Manager should not be a person involved in performing in the event on stage. If the LICENSEE cannot provide such a Stage Manager, the THEATRE may, at its option, provide a Stage Manager, or additional personnel to supervise the LICENSEE'S activities backstage. The cost of this Stage Manager or additional personnel will be borne by the LICENSEE. The LICENSEE shall be responsible for all of its personal property in the building including all backstage areas. The THEATRE, its management, staff and volunteers are not responsible for lost, stolen or misplaced personal items or equipment.

No one is permitted in restricted and technical areas of the THEATRE (lighting grid, box booms, or control booth) unless specifically authorized by the THEATRE CO-ORDINATOR or designate.

2.6 TECHNICAL BREAKS

2.6.1 A one hour meal break for all technical crew **must** be scheduled after every 4 to 5 hours of scheduled time in the theatre. In no case must the time between scheduled meal breaks exceed 5 hours.

- Calls starting at or after 12:00 noon need not schedule a lunch break.
- Calls ending at or before 1:30 p.m. need not schedule a lunch break.
- Calls ending at or before 6:30 p.m. need not schedule a supper break.
- A second meal break need not be scheduled if the call ends 4 or fewer hours after the first break.
- Show Calls only need not schedule meal breaks.

2.6.2 If a meal break is missed, the LICENSEE will be charged one hour's building overtime, plus a meal allowance for each technician at the discretion of the THEATRE CO-ORDINATOR.

2.6.3 15 minute breaks must be planned at least every 2 hours.

2.6.4 The LICENSEE may stagger the technician's meal breaks, breaking part of the crew for an hour and the rest of the crew thereafter. This would also allow the LICENSEE to remain in the building through the meal break times. This staggering of breaks may only occur if more than one THEATRE crew member has been engaged for the call.

2.6.5 All time for breaks is included in the LICENSEE'S contracted time in the theatre, and the THEATRE'S rental rates are calculated accordingly.

2.7 BACKSTAGE POLICIES

2.7.1 All the LICENSEE'S effects must be removed from the building at the termination of the rental period. If effects are not removed, they will be removed at the LICENSEE'S expense. All technical aspects of the event conducted at the THEATRE, are subject to the supervision and approval of the THEATRE

CO-ORDINATOR or designate. At their discretion, any technical person who is deemed incapable of safely performing his/her duties may be replaced. In such a situation, the THEATRE CO-ORDINATOR or designate may substitute a crew member of the THEATRE staff at the expense of the LICENSEE.

- 2.7.2 Painting is not permitted in the THEATRE except in the loading dock area. Appropriate drop cloths must be used to protect the floor. Expense to repair any damage will be charged back by the LICENSEE.
- 2.7.4 All exit doors and hallways must be kept free and clear of any obstructions at all times. Marked Fire Aisles must be kept clear at all times.
- 2.7.5 No costumes, properties, etc. are to be hung from the fire equipment, emergency lighting fixtures or exits or backstage equipment and doorways at any time.
- 2.7.6 **FOOD AND DRINKS ARE NOT PERMITTED** in the auditorium, catwalks, on stage or in the control room.
- 2.7.7 Nothing may be attached to the stage drapes. This includes anything that may be pinned or taped to the curtains.
- 2.7.8 There will be no 'tours' of the THEATRE, backstage or any of the technical areas without the authorization of the THEATRE CO-ORDINATOR or designate.
- 2.7.9 Audience members should be prevented from going on the stage or into the backstage area after a performance. Guests of the performers can be greeted in the lobby.
- 2.7.10 These written procedures for conduct of all personnel in the lighting grid will be strictly adhered to by both the THEATRE crew and the LICENSEE'S personnel.

2.8 ADDITIONAL EQUIPMENT

Audio-visual equipment, including VCR and TV monitors, flip charts, video projector easels or other specialized equipment may be arranged at a cost to the LICENSEE, through the THEATRE CO-ORDINATOR or designate, pending availability.

2.9 ELECTRICAL EQUIPMENT

- 2.9.1 All electrical equipment used in the THEATRE must be approved for use by the CSA, C U/L, ESA or other duly appointed agency charged with this responsibility.
- 2.9.2 In the event that the standard electrical connections provided by the THEATRE are not sufficient for the LICENSEE'S purposes, the LICENSEE will inform the THEATRE that additional electrical connections are required. The THEATRE may require the LICENSEE to retain a qualified electrician who will be selected by the THEATRE to do all work involved in the connection or disconnection of electrical equipment. The costs of these electrical services will be borne by the LICENSEE.
- 2.9.3 Any temporary tie-ins to switches or panels will require inspection by the Electrical Safety Authority of Ontario. These inspections must be arranged in advance and at the expense of the LICENSEE.
- 2.9.4 If the THEATRE CO-ORDINATOR or designate determines that any piece of electrical equipment brought into the theatre is damaged, impaired or otherwise

deficient, so as to create a potentially dangerous situation, the THEATRE will refuse to allow it be used in the building.

2.10 PYROTECHNICS

All pyrotechnic effects used in the THEATRE must comply with all federal, provincial, and local regulations. All licensing and event approvals are the responsibility of the LICENSEE. All Pyrotechnic effects must be operated by a licenced Pyrotechnician.

2.11 RIGGING

The rigging of signs, small set pieces etc., will be executed or supervised only by the THEATRE CO-ORDINATOR or designate. This includes items that are dead hung and items that are rigged to fly. Professional special effects companies recognized as experts in the field (e.g. Flying by Foy, ZFX Flying Effects) must be engaged if a user group intends to "fly" a person. **THERE ARE NO EXCEPTIONS TO THIS POLICY!**

2.12 PIANO USE

2.12.1 Movement of the piano(s) is strictly limited to the stage. At all times when the piano(s) are being moved, a THEATRE staff member must be part of the moving crew. Relocation of the piano(s) to other areas of the building must be approved by the THEATRE CO-ORDINATOR or designate and the moving must be done by professional, insured piano movers only.

2.12.2 Piano tuning must be arranged through the THEATRE CO-ORDINATOR or designate. Only tuners approved and hired by the THEATRE are permitted to tune and repair the instruments. Piano tuning is at the expense of the LICENSEE.

2.12.3 The pianos are to be used only as instruments, not as stage props. (Users should feel free to bring in their own pianos for such uses.) The THEATRE reserves the right to restrict the use of the pianos at any time.

2.12.4 Any damage suffered by the pianos during their use by a group will be paid for by the group. The pianos will be inspected by the THEATRE CO-ORDINATOR or designate and the LICENSEE prior to and following each use.

2.13 STAGE FLOOR

2.13.1 The stage floor of the THEATRE is a durable multi-purpose floor; however, it can be damaged by sharp objects or by set pieces or other objects being dragged over its surface. Care must be taken so that items are not dragged on the stage at any time. Any damage to the floor requiring repair will be charged to the LICENSEE.

2.13.2 Because care must be taken with the stage floor to insure that it is not damaged by set pieces or hardware during setups, rehearsals and performances, any moving set pieces must be on wheels or provided with a means to be moved without causing damage (e.g. UHMWPE glides on items of 25 kg or less and high quality casters on all heavier items) when moved across the stage floor.

2.13.3 Musicians such as cellists, bassists, etc. must protect the stage floor from damage caused by their instrument's pin (e.g. using a cello stick)

2.13.4 Due to the multi-purpose nature of the stage floor, **Rosin use is not permitted!**

2.13.5 **Drilling, screwing, stapling, or nailing into the stage floor is not permitted!**

2.14 STAGE THRUST

The Thrust area of the stage is not removable.

2.15 STAIRS TO STAGE

The stage is equipped permanent stairs located at the sides of the auditorium for access to the stage from the auditorium floor. The front of the stage is equipped with built-in stairs that can be uncovered for use. These stairs allow access from the auditorium floor to the front of the stage from the audience. The LICENCEE is permitted to use purpose-built stairs for such access, but they must conform to local building codes and be approved by the THEATRE CO-ORDINATOR or designate. Such stairs are NOT to be used by members of the audience.

2.16 TAPE

Only approved tape may be used on the stage for spiking and taping down of cables. The THEATRE will provide appropriate tape at no cost to the LICENSEE. Masking Tape and silver "Duct" type tape are prohibited from used on the stage. The THEATRE reserves the right to dispose of any prohibited tape found in the theatre.

2.17 CURTAIN SPEECHES AND PHOTO CALLS

2.16.1 Any form of Curtain Speech (e.g. special thanks, presentation of flowers, awards, plaques, gifts, and etc.) must be arranged in advance with the THEATRE CO-ORDINATOR or designate.

2.16.2 All photo calls taking place on stage or in the lobby must be arranged in advance with the THEATRE CO-ORDINATOR or designate.

3. BUILDING PERSONNEL

3.1 STAGE CREW

3.1.1 Events scheduled to take place in the THEATRE will utilize the services of the Theatre CREW or the LICENSEE'S crew approved by the THEATRE. After examining the event's requirements, the THEATRE CO-ORDINATOR or designate will determine the minimum number of personnel required and will make the arrangements for all necessary personnel for the move in, set up, rehearsal, performance and move out calls.

In the event that the LICENSEE does not provide adequate information well in advance, the THEATRE CO-ORDINATOR or designate will determine the crew deemed necessary for the event. Crew expenses will be borne by the LICENSEE.

3.1.2 Local arts and community organizations which are largely or wholly amateur in their nature will be encouraged to supply volunteers to work with the THEATRE personnel. Such organizations may provide volunteers subject to considerations of technical competence and safety as determined by the THEATRE CO-ORDINATOR or designate. The THEATRE CO-ORDINATOR or designate will have sole authority in the direction of volunteer crews.

The MANAGEMENT of the THEATRE reserves the right to forbid or restrict the employment of any individual or organization as part of the stage crew at the sole discretion the THEATRE CO-ORDINATOR'S or designates if it is felt that that damage to the property of the THEATRE might result from such

employment, or if said individual or organization has previously demonstrated an unwillingness or inability to abide by the policies and procedures of the theatre.

3.2 FRONT OF HOUSE CREW (FOH)

Events scheduled to take place in the THEATRE shall utilize the services of the THEATRE'S FOH CREW. The cost of these services, if any, will be borne by the LICENSEE. The THEATRE CO-ORDINATOR or designate will determine the numbers of said personnel required for any given event. Community organizations wishing to have their members participate in FOH activities are encouraged to supply volunteers that can "shadow" regular theatre volunteers/staff.

3.3 HOUSE MANAGER

For all events at the THEATRE that have an audience, the LICENSEE may be required to hire and pay for a HOUSE MANAGER to supervise the event. The HOUSE MANAGER is responsible for the safety of the audience, the supervision of the box office, ushers, bar and coat check.

The HOUSE MANAGER also deals with any safety concerns, ticketing or customer problems at the time of the performance.

3.4 SECURITY

3.4.1 The THEATRE and premises, including keys thereto, will be at all times under control of the THEATRE CO-ORDINATOR or designate. The THEATRE CO-ORDINATOR or other duly authorized representatives of the THEATRE will have the right to enter the THEATRE at all times during the period covered by the LICENSE. The entrances and exits of the THEATRE will be locked and unlocked at such times as may be required for the LICENSEE'S use of the theatre.

3.4.2 THEATRE security will at all times be under the control of the THEATRE MANAGEMENT. The THEATRE MANAGEMENT will arrange, and the LICENSEE will pay for, all security that is deemed necessary by THEATRE MANAGEMENT for the proper conduct of stage and backstage activity and control of the audience. Special circumstances may dictate, at the discretion of the THEATRE CO-ORDINATOR or designate that more security personnel may be required.

3.4.3 The presence of security personnel does not in any way waive the LICENSEE'S responsibility to pay for damages to the property of the THEATRE.

3.4.4 If in the opinion of the THEATRE CO-ORDINATOR or designate, security issues require stage door or main entrance security during rehearsals or a performance, the LICENSEE may be required to provide an individual who will screen all members of the public to ensure their involvement in the LICENSEE'S event. If the LICENSEE cannot provide adequate security the THEATRE may do so at an expense to the LICENSEE. The THEATRE may also require the LICENSEE to provide security ID passes to ensure proper identification of all individuals involved in the LICENSEE'S production.

4. CATERING

4.1 AUTHORIZED CATERERS

All food services must be supplied by a caterer arranged through or authorized by the THEATRE CO-ORDINATOR.

4.2 SERVICE AND MEAL SELECTION

Menu selection and service requirements must be supplied to the THEATRE CO-ORDINATOR or designate thirty (30) days in advance of the scheduled event.

4.3 BEVERAGE AND BAR SELECTION

The THEATRE will operate all beverage/bar services and retain all revenues.

4.4 GUARANTEE

The BOX OFFICE/HOUSE MANAGER must be notified of the guaranteed number of guests by noon 48 hours prior to the function. Guarantees for Sundays or Mondays must be given by noon of the prior Thursday.

4.5 BANQUET BEVERAGE LIST

A Banquet Beverage List will be provided upon request depending on the event.

4.6 PAYMENT

Deposits are due upon booking of the event. Itemized invoicing of all space rentals, service fees and beverage service charges will be provided by THEATRE. Payment of all invoices is due thirty (30) days from date of invoice.

4.7 CATERING CHARGES

Catering charges levied by the THEATRE are based on a percentage of the final caterer's food bill or a flat lobby rental charge, whichever is greater. This fee covers the costs associated with the additional costs of setting up and tearing down of the tables and chairs and the additional cleaning of the food service area and the costs of administration of the performance or event.

5. ANCILLARY ACTIVITIES AND SERVICES

5.1 CONCESSION SALES IN LOBBY

The THEATRE will have the exclusive right, at all times and wherever it desires, to sell or distribute any or all merchandise, food, beverages, including bar services during each engagement. The LICENSEE will not distribute or sell any merchandise, without prior authorization. If the THEATRE provides a souvenir seller, the payment of a 15% commission on gross sales is subject to all applicable municipal, provincial and federal taxes, if any. If the LICENSEE provides a souvenir seller a 10% commission applies. Payment of this commission and tax to the THEATRE is the responsibility of the LICENSEE and must be completed at the end of each engagement.

5.2 COAT CHECK SERVICES

The THEATRE will operate the coat check service and may charge a fee to the patrons for this service.

5.3 EVENT PROGRAMS

All programs prepared by the LICENSEE for distribution to the patrons of the LICENSEE shall have printed in conspicuous place in such program, the information contained below. **“The Newmarket Theatre is located at 505 Pickering Crescent in Newmarket and is owned and operated by the Town of Newmarket. For booking information please contact the Theatre Co-ordinator at (905) 953-5122 or by fax at (905) 715-7237.”**

Should this information be omitted by the LICENSEE, the THEATRE may insert this information into the LICENSEE'S house program at the LICENSEE'S expense. The THEATRE retains the right to insert promotional material for upcoming events into any program distributed within the theatre. All programs shall be approved by the THEATRE CO-ORDINATOR or designate.

5.4 BOX OFFICE

- 5.4.1 **THE 24 HOUR THEATRE BOX OFFICE TELEPHONE NUMBER IS (905) 953-5122.** Tickets may be ordered online at: www.newtix.ca
- 5.4.2 The THEATRE will operate a Box Office within the THEATRE. Hours will be posted and are subject to change.
- 5.4.3 The LICENSEE will designate the THEATRE as the LICENSEE'S exclusive agent for the sale of tickets for engagements. All advertising and promotion for engagements will include the Box Office telephone number and specify that tickets will be sold at the Box Office of the THEATRE.

The price schedule for tickets will be mutually agreed upon by the LICENSEE and the THEATRE and all tickets will be sold only in accordance with the agreed price schedule. The purchase price must include the Capital Investment Fund surcharge and may also include a per-ticket handling charge. These charges are subject to GST. The THEATRE may designate additional outlets to sell and distribute event tickets.

- 5.4.4 The LICENSEE must provide the THEATRE CO-ORDINATOR or designate with the name of one (1) authorized person as contact for the Box Office. The LICENSEE will furnish the name, address, and phone number of the LICENSEE'S representative. This representative will then be the sole person authorized to deal with the BOX OFFICE MANAGER OR THEATRE CO-ORDINATOR or designate.
- 5.4.5 Communications between the contact person and the Box Office must be in writing. No verbal messages are to be given to the box office personnel. No requests for audit reports on the show are to be made at the Box Office window. Request for information including the number of tickets sold and any pre-performance information should be made in writing through the Box Office.
- 5.4.6 The LICENSEE is encouraged to provide a description of the performance to enable Box Office staff to better inform the public about the LICENSEE'S event. Such description should include length of acts or sections, plot synopsis, specific musical works, some biographical information on the artist(s), number and length of intermissions and when they occur, time of final curtain, special sight line or acoustical variations, etc., or any other information which in the LICENSEE'S judgement, a patron typically wishes to know about an event.
- 5.4.7 The LICENSEE agrees that the THEATRE will collect the amount due, pursuant to the terms of the LICENSE, out of the receipts, if any, from the sales of tickets or subscriptions at the Box Office of the theatre.
- 5.4.8 **TICKET ALLOTMENT FOR THEATRE USE:** The THEATRE will reserve eight (8) "house seats" for each performance without charge to the THEATRE. In addition, six (6) top price seats may be issued without charge to accredited media representatives at the discretion of the THEATRE. The Eleven seats in the rush/wheelchair section will not be available for general public sale until the day of the event or unless the event is sold out. In the event that wheelchair patrons or sound equipment requires a portion of this area, only the remaining seats will be released to sale.

Sold tickets will be held at the Box Office for pick up during box office hours and on the day of performance prior to curtain time. (Charges for box office services are explained in section 5.4.2)

- 5.4.9 **COMPLIMENTARY TICKETS:** The THEATRE reserves the right to monitor the use, number and distribution of complimentary tickets by the LICENSEE. The THEATRE'S Capital Investment Fund Surcharge and ticket handling charge will be levied for every complimentary ticket.
- 5.4.10 The THEATRE will supply its own ticket stock and ticket envelopes for all tickets sold through the Box office. The THEATRE may place advertisements on the ticket stock and the ticket envelopes.
- 5.4.11 As stated in Section 2.3, A FRONT OF HOUSE AND TECHNICAL INFORMATION questionnaire is to be completed by **ALL LICENSEES** and provided to the **BOX OFFICE MANAGER OR THEATRE CO-ORDINATOR**. This questionnaire will detail ticket information such as day, date and time of performance(s) and set ticket prices. This questionnaire also details information about the technical aspects of your event.

5.5 BAR SERVICES

The THEATRE will, at its option, open and run the bar in the lobby for the benefit and use of the patrons of events held at the THEATRE.

6. PROMOTION OF EVENTS

6.1 ADVERTISING AND PROMOTIONS

- 6.1.1 All advertising and promotions for engagements will be by the LICENSEE at the LICENSEE'S sole cost and expense. The LICENSEE will make every effort to make the THEATRE aware of the material to be distributed. The LICENSEE will not distribute or circulate, or permit to be circulated or distributed, any advertising material at the entrance to, or in or about any part of the theatre, except such advertising as may pertain to the immediate attraction for which the LICENSE is granted.
- 6.1.2 **CORRECT ADVERTISING COPY:** The LICENSEE agrees that all advertising (newspaper, radio, television, posters, heralds, flyers, brochures, etc.) will contain the following information:
- the correct name of the presenting agency or organization
 - the correct name of the THEATRE (NEWMARKET THEATRE)
 - the correct Box Office phone number 905-953-5122
 - correct date(s) and time(s) of event
 - If the ticket price is included in advertising copy, price(s) stated must include handling charges, Capital Investment Fund surcharge, and GST where applicable.
- 6.1.3 The LICENSEE agrees to withhold all publicity and promotion of LICENSEE'S event until a date is established in conjunction with the THEATRE CO-ORDINATOR or designate, for commencing ticket sales and all publicity and promotion can indicate such date. (Please refer to the Front-of-House/Box Office Questionnaire.) Failure to indicate to the THEATRE the specific date that tickets are to go on sale may result in additional charges for the THEATRE'S Box Office services.

6.1.4 Advertising and promotion consultation may be discussed with the THEATRE CO-ORDINATOR or designate as time permits. Extensive consultation may be available at an additional cost.

6.1.5 The name “NEWMARKET THEATRE” can only be used as set out in the Operating Procedures Manual, namely, as the venue for the event.

6.2 EQUIPMENT, SIGNS AND POSTERS

The LICENSEE will not do, or permit to be done, anything that will tend to damage, mar or in any manner deface the property of the THEATRE, and will not drive or install, or permit to be driven or installed, any nails, hooks, tacks, pins or screws into any part of the theatre building, and will not make, or allow to be made, any lacerations of whatsoever kind to said building or any equipment or facilities thereof.

The LICENSEE will not post or exhibit or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description on any part of the theatre, except upon the regular areas provided for such purpose by the THEATRE; and the LICENSEE will use said billboards to post or exhibit only such material as approved by the THEATRE and as it relates to the performance or exhibition to be given in the theatre under this license. The THEATRE reserves the right to reject materials that do not conform to fire regulations (e.g. non-flame proofed banners).

Tape, Scotch tape, packing tape or other adhesives are not to be used on any surface.

The green or blue tape known as “painter’s tape” may be used as it does not leave an adhesive residue. Blue or green poster putty known as *Plasti-Tac*, *Hold It* or equivalent may also be used.

6.3 PUBLICITY SERVICES

The THEATRE will attempt to make available the following:

- space to display one poster advertising upcoming events
- space in the brochure rack in the outer lobby, and
- space in any marquee or window to set up a display during the event
- listing on digital sign board
- listing in the THEATRE section of the Town of Newmarket website

All of these items will pertain only to events being held at the NEWMARKET THEATRE.

7. GENERAL POLICIES

7.1 OBSTRUCTIONS

No portions of the sidewalks, entries, passages, doorways, vestibules, halls, or ways of access to public utilities of the THEATRE will be obstructed by the LICENSEE, or caused or permitted to be used for any purpose other than ingress and egress to and from the THEATRE. The doors, stairways or openings that reflect or admit light into any portion of the THEATRE, including hallways, corridors and passageways, also radiators and house lighting fixtures, will in no way be obstructed by the LICENSEE. Fire exits and aisles in the auditorium seating area of the THEATRE must be kept clear of obstructions at all times. No equipment may be set up in the aisles (e.g. video cameras).

7.2 LOST ARTICLES

- 7.2.1 The THEATRE CO-ORDINATOR or designate will have the sole right to collect, to have custody of and to dispose of articles left in the building by persons attending any performance, exhibition or entertainment presented in the theatre.

The LICENSEE and any other persons in the LICENSEE'S employ or under his/her control, will not collect nor interfere with the collection or custody of such articles. LOST AND FOUND: Please call the THEATRE CO-ORDINATOR or designate.

- 7.2.2 Where lost articles can readily be identified to be the property of the LICENSEE, his employee, or others under his/her control, THEATRE CO-ORDINATOR or designate will make every effort to return articles to the rightful owner, but will not be responsible for incurring any cost for shipping said articles to the owner.

7.3 FLAMMABLE MATERIALS

- 7.3.1 No flammable materials such as burlap, bunting, tissue paper, crepe paper, banners, etc., will be permitted to be used for decorations in the theatre. If in doubt about the flame retardant properties of a material, the THEATRE will perform a flame test on any material intended to be used. All materials used for sets, props and stage decoration must be inherently flame retardant or be treated with an approved chemical flame retardant (e.g. Flame Guard or Rosco Flamex).

- 7.3.2 Open flames in any area of the THEATRE are strictly prohibited, regardless of how they are fuelled (e.g. candles), unless approved by the THEATRE CO-ORDINATOR or designate and by Central York Fire Services. The use of alternatives (e.g. LED candles) is highly recommended.

- 7.3.3 Styrofoam use in the THEATRE is generally not permitted. If you are planning to use it as a scenic element, please consult the THEATRE CO-ORDINATOR or designate. Certain foams are extremely flammable and will not be permitted under any circumstances. The use of a flame retardant coating (e.g. Rosco FoamCoat) is recommended for all other foam products.

- 7.3.4 **Due to the extreme fire hazard, the use of hay/straw bales is PROHIBITED.**

7.4 STORAGE

In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the theatre, either prior to, during, or subsequent to the use of the theatre by the LICENSEE, the THEATRE and its officers, agents and employees shall act solely for the accommodation of the LICENSEE; and the THEATRE and its officers, agents or employees, will not be liable for any loss, damage or injury to such property. Any storage of the LICENSEE'S property prior to or following the contract is not permitted unless special arrangements are made with the THEATRE.

7.5 DISPOSAL OF REFUSE

The THEATRE cannot accommodate the disposal of large amounts of refuse and garbage such as scrap lumber, set pieces, or stage dressing. All items connected with the rental of the THEATRE that have been brought into the THEATRE by the LICENSEE must be removed at the end of the rental period. Small amounts of trash, paper, or recyclables may be disposed of in the supplied receptacles.

7.6 BROADCASTING, VIDEO, SOUND RECORDING AND ROYALTIES

7.6.1 No performance or event presented in the THEATRE may be broadcast, videotaped, recorded, photographed or otherwise reproduced without the consent of the THEATRE CO-ORDINATOR or designate. When an event is broadcast or recorded for later broadcast, the LICENSEE will ensure that the THEATRE receives proper audio and video credit as deemed appropriate by the THEATRE CO-ORDINATOR or designate. The improper use of recording or photographic devices during a performance is prohibited. THEATRE CO-ORDINATOR or designate will confiscate such devices and hold these until the conclusion of the performance.

7.6.2 Royalties and Copyright Clearance:

It is the LICENSEE'S responsibility to secure and pay for all licenses required by law regarding:

- the use of copyright material for public performance (music and plays);
- the audio recording or any copyright material; and
- the video recording of any copyright material including the “marrying” of visual images with existing audio material

The THEATRE shall not be held liable for any infringements of copyright laws, however caused. The LICENSEE shall bear the sole responsibility for adherence to all intellectual property laws.

Public performance rights for music can be secured through THE SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS OF CANADA (SOCAN) 41 Valleybrook Drive Don Mills, Ontario M3B 2S6 (416) 445-8700

Public performance rights for plays can be secured through the play's publisher.

The rights to make an audio recording of music can be secured through: the CANADIAN MUSICAL RIGHTS REPRODUCTION AGENCY (CMRRA) 56 Wellesley Street West, Suite 320, Toronto, Ontario M5S 2S3 (416) 926-7521

The rights to make a video recording of a play or musical can normally be secured through the show's publisher.

The THEATRE CO-ORDINATOR or designate will have the right to require the LICENSEE to furnish evidence that such licenses have been obtained before such activities may commence.

7.6.3 REPRODUCTION AND SALE OF ITEMS PRODUCED AT THE NEWMARKET THEATRE:

No reproduction of any kind, whether by radio, broadcasting, television, filming, photographing, taping, sound recording or otherwise, will be permitted without the prior consent of the THEATRE CO-ORDINATOR or designate. An additional charge may be made by the THEATRE, and paid for by the LICENSEE, for any such reproduction in respect of each engagement for which consent is granted. The name “NEWMARKET THEATRE” must appear on all such reproductions and theatre staff involved in the production of the product must be properly credited.

7.7 SMOKING

- 7.7.1 Smoking in the THEATRE is not permitted in any area. The NEWMARKET THEATRE is designated as a non-smoking building by the Town of Newmarket. By agreement with the York Regional District School Board there is to be no smoking on Board property between 8 a.m. to 6 p.m. Monday to Friday. After hours smoking is permitted only in outside designated smoking areas.
- 7.7.2 The LICENSEE will be responsible for enforcing smoking regulations. Failure on the part of the LICENSEE to enforce these regulations with any of its patrons, staff and personnel will constitute a breach of the LICENSE and can, at the option of the THEATRE MANAGEMENT, result in the termination of said LICENSE, with all advance deposits forfeited as liquidated damages. In addition, the LICENSEE will be liable for any fines or penalties under law.
- 7.7.3 If the LICENSEE'S production requires cast members to smoke on stage, the THEATRE CO-ORDINATOR must provide prior approval at the time the Theatre Rental Agreement is signed. Once approved and at the LICENSEE'S expense, **ALL** advertising must include a disclaimer that smoking is part of the production. The Region of York Health department must approve the use of smoking materials on stage.

7.8 FOOD AND BEVERAGES

Food and beverages will not be allowed in the theatre performance seating area, catwalks and control room. The LICENSEE is responsible to enforce this section with all of its performers, cast members and crew. Water in an unbreakable bottle with a closable cap is permitted within the auditorium.

7.9 LOADING ENTRANCE

All articles, exhibits, fixtures, materials, displays, etc., will be brought into or out of the building only at such entrances as may be designated by the THEATRE CO-ORDINATOR or designate. The THEATRE'S receiving area is normally designated for this purpose. Vehicles can be at this door during unloading or loading only.

7.10 STAGE ENTRANCE

The THEATRE stage entrance is located on the west side of the building. All performers, technicians, and other personnel associated with the LICENSEE'S event will use this door when entering and leaving the facility. The main Theatre entrance is not to be used. In some cases and with prior approval, when the school rooms are being used by performers, the school doors immediately to the right (east) of the main theatre doors can also be used as the stage door entrance. Parking in the Stage Door parking area is reserved for THEATRE STAFF or for use by special permission only.

7.11 AUDITORIUM SEATING AREA

The intent of this section is to avoid situations where it becomes necessary to re-clean the theatre after it has been made ready for a performance, and further, to protect carpeting and seat upholstery from unnecessary wear and damage and to ensure that the theatre seats are not used as a storage place for coats, props, musical instrument cases, etc.

The use of the THEATRE seating area is restricted to those people in possession of tickets. During rehearsals, performances, set-up and strike periods, the LICENSEE'S personnel should restrict their activities to the stage, backstage, dressing rooms and Green Room. Where it is necessary to view a rehearsal from an audience vantage point,

provisions can be made with the THEATRE CO-ORDINATOR or his designate for a limited number of people to be accommodated in the seating area for this purpose.

The maximum seating capacity of the auditorium is four hundred (400). This is the maximum number of people that may be accommodated at one time in the theatre seating area. No one may sit in the aisles or on the stairs in the auditorium. All people in the auditorium must have a valid ticket for the event.

7.12 OBJECTIONABLE PERSONS

7.12.1 The THEATRE MANAGEMENT reserves the right to eject or cause to be ejected from the theatre any objectionable person or persons. Neither the THEATRE nor any of its officers, agents or employees shall be liable to the LICENSEE for any damages that may be sustained by the LICENSEE through the THEATRE'S exercise of such right.

7.12.2 The term "objectionable persons" shall include but is not limited to those persons who by virtue of disorderly conduct, intoxication, disruptive behaviour, violation of building policy, municipal, provincial or federal law, make the proper conduct of business, or an event, or the enjoyment by others of the event, difficult or impossible.

7.13 DANGEROUS PERFORMANCE

If in the sole opinion of the THEATRE CO-ORDINATOR or designate, the performance, performers or audience, attracted by the said performance, is considered to be a physical threat or danger to the property of the THEATRE or audience members of the THEATRE, the LICENSEE will:

- Reimburse the THEATRE the full amount paid for any security personnel that will be required for the performance. The number of security persons required will be decided by the THEATRE CO-ORDINATOR or designate.
- If requested, stop the performance or the part of the performance that is deemed to be dangerous.

Failure to comply with the above-mentioned conditions is considered a violation of the LICENSE and will result in the immediate cancellation of the performance by the THEATRE MANAGEMENT and the LICENSEE, patrons, cast and crew shall vacate the premises.

7.14 COMPLIANCE WITH LAWS

The LICENSEE will comply with all laws of Canada, the Province of Ontario, and all by-laws and regulations of the Corporation of the Town of Newmarket and the LICENSEE will not suffer to be done anything on the property of the THEATRE in violation of any laws, by-laws, rules or regulations. The licensed premises shall not be used for any illegal, indecent or immoral purposes.

7.15 RIGHT TO ALTER OPERATING PROCEDURES MANUAL

At the discretion of the THEATRE CO-ORDINATOR or designate, the THEATRE may change, alter, amend or cancel any or all of the articles and/or sections of the Operating Procedures Manual at any time and from time to time as it affects an individual LICENSE. The most current version of the manual will be in force.

7.16 SCHEDULE OF RENTAL RATES AND CHARGES

A current schedule of rental charges for space, equipment, personnel, and services as from time to time amended, will be available upon request from the THEATRE.

7.17 REFUSAL TO LICENSE

The THEATRE CO-ORDINATOR or designate or the Council of the Corporation of the Town of Newmarket may refuse to rent the facility for any event, activity or performance, if it's determined that the event, activity or performance, or the audience response to the event, activity or performance, will cause physical damage or unusual risk of damage to the THEATRE or its patrons. In addition, any history or lack of financial reliability or previous failure to comply with the Operating Procedures Manual may result in a refusal to rent.

7.18 INSURANCE

The LICENSEE is required to secure insurance to cover it for liability during use of the THEATRE. This insurance should provide satisfactory coverage for:

- liability for the actions of members of the LICENSEE'S group
- liability for any damage that may be sustained as a result of any equipment or other materials brought into the THEATRE by the LICENSEE
- any damage or loss of personal property or equipment by the LICENSEE
- any damage to the THEATRE or its patrons, however caused by the LICENSEE

A certificate of proof of insurance must be supplied by the LICENSEE to the THEATRE upon request. Should the LICENSEE fail to obtain insurance coverage, the THEATRE may furnish insurance at a cost to the LICENSEE.

In certain situations, the LICENSEE may be asked to sign a "Letter of Indemnity" for the TOWN with regards to certain activities undertaken at the Theatre. This letter may also require the LICENSEE to purchase additional insurance naming the TOWN and the THEATRE as additional insured parties.

The Corporation of the Town of Newmarket and the York Region District School Board shall be third party named insured.

7.19 SOUND PRESSURE LEVELS

Sound pressure levels in the auditorium may not exceed the guidelines set out by the Ontario Ministry of Labour - Safety Guidelines for the Live Performance Industry in Ontario (as amended). If sound pressure levels are felt to be exceeding these levels, the THEATRE will measure the levels utilizing the THEATRE'S equipment. If the sound pressure levels exceed an acceptable level, the LICENSEE will be advised immediately to lower the sound pressure levels. If this is not done, the performance may be stopped. (See section 7.13 - Dangerous Performance).

7.20 OUTSIDE CONTRACTORS

All companies or individuals hired by the LICENSEE to perform services for the LICENSEE in the Newmarket Theatre are subject to the approval and ACCEPTANCE OF THE THEATRE CO-ORDINATOR or designate, which may be withheld. These companies and individuals may include, but are not limited to: lighting and audio companies, video companies, photographers, food caterers, etc. The THEATRE CO-ORDINATOR or designate, has absolute discretion and reserves the right to forbid or restrict the access of any individual or organization to the THEATRE. Without limiting the generality of the foregoing, the decision may be based on the sole and absolute determination that damage to property might result from permitting such companies or individuals access, or if such individual or organizations have previously demonstrated an unwillingness or inability to abide by the policies and procedures of the Theatre.

Outside contractors working on behalf of the LICENSEE MUST provide written proof of insurance liability coverage as outlined above, in addition to proof of paid up Workers Safety Insurance Board premiums.

7.21 EXCLUSIVE USE OF FACILITY

Although the LICENSEE has a contract with the THEATRE, it does not provide sole and exclusive use of the facility by the LICENSEE.

In the lobby, the THEATRE has the right to contract for the hanging of artwork or to display other items from other organizations not related to the LICENSEE'S event.

The THEATRE may use the stage area, backstage areas and auditorium at times when the LICENSEE is not utilizing the facility. The THEATRE agrees to assume responsibility for any damage or loss of property of the LICENSEE associated with the THEATRE'S use of the facility.

The movement of or the covering up or obstructing of the THEATRE'S property, including furniture and equipment or any items contracted by another group during the LICENSEE'S contract term, shall be subject to written approval from the Theatre Coordinator or designate.

8. PARKING LOT AND GROUNDS USE

8.1 PARKING LOT OWNERSHIP

The parking lot and the grounds surrounding the THEATRE remain the property of the CORPORATION OF THE TOWN OF NEWMARKET AND YORK REGION DISTRICT SCHOOL BOARD and may be used only for purposes sanctioned by the THEATRE.

Parking areas assigned as THEATRE PARKING will be made available to the LICENSEE and its patrons. Parking spaces in adjoining parking lots (Newmarket High School) may be used only when prior permission is sought. The THEATRE will make these arrangements if requested by the LICENSEE. The THEATRE makes no guarantee of the number of spaces available at any given time for use by the LICENSEE.

Offsite street parking is permitted on the east side of Pickering Crescent.

Illegally parked cars in the THEATRE/school parking lots may be tagged and/or towed at the owner's expense. If deemed necessary by the LICENSEE or the THEATRE CO-ORDINATOR or designate, parking attendants may be employed to monitor the parking for a particular event. These costs will be borne by the LICENSEE for that event.

The THEATRE is not responsible for any loss or damage to persons or property, however caused, in the THEATRE'S parking lot. The LICENSEE and patrons shall keep the roadway around the theatre clear at all times for the passage of the THEATRE'S staff and patrons as well as for emergency vehicles. No emergency exit doors shall be blocked in any manner.

8.2 BOOKING/AVAILABILITY

All requests for the use of the THEATRE parking are to be directed to the THEATRE CO-ORDINATOR or designate. The requested date(s) and time(s) shall be noted on the Master Calendar. The availability of the requested area(s) may be confirmed in a letter to the event's producer no earlier than ten (10) days prior to the date of the event. This is to ensure that priority is given to events which are booked for the THEATRE. The

availability of the THEATRE'S parking areas and grounds and the conditions or use may be confirmed in writing by the THEATRE CO-ORDINATOR.

8.3 AVAILABLE AREAS

Parking areas are limited to the areas illustrated on the attached site plan. Please note that the Stage Door parking area is reserved for THEATRE STAFF or used by special permission only.

8.4 BASIC CONDITIONS OF USE

8.4.1 LICENSEES shall completely indemnify and save harmless the THEATRE and the CORPORATION OF THE TOWN OF NEWMARKET **and the YORK REGION DISTRICT SCHOOL BOARD** and shall provide proof of separate public liability insurance (at a minimum coverage per incident of two million **(\$2,000,000)** dollars. Shows involving Pyrotechnic Effects will require a minimum coverage of five million **(\$5,000,000)** dollars per incident.

8.4.2 LICENSEES shall conduct the event in a safe, secure and orderly manner.

8.4.3 LICENSEES shall remove all material and debris from the parking area and grounds immediately following the event.

8.5 LIMITATIONS

8.5.1 The THEATRE'S MANAGEMENT may refuse to make the requested areas available if the proposed use interferes with the school or the THEATRE'S normal business or is deemed hazardous, unsafe or objectionable.

8.5.2 If the THEATRE'S MANAGEMENT considers it appropriate to assign security staff to supervise the event, such costs shall be charged to the LICENSEE.

8.5.3 The operation of concessions in association with the event shall be prohibited unless permission is provided by the THEATRE'S CO-ORDINATOR or designate. The THEATRE shall receive a commission as may be determined from time to time on gross sales for approved concession operations.

9. BOARD USE OF THEATRE

9.1 All schools shall supply sufficient teachers, staff or parent helpers, so as to ensure a 15/1 student/supervisor ratio. If in the opinion of the THEATRE CO-ORDINATOR or designate, a school has failed to supply adequate supervision, additional THEATRE personnel may be assigned at an expense to the LICENSEE or, the LICENSEE may be requested to vacate the premises until adequate supervision is available.

9.2 Only students trained and approved by the THEATRE CO-ORDINATOR or designate, will be allowed to operate the THEATRE equipment and to have access to technical areas.

9.3 Students will be required to remain in the auditorium or backstage during rehearsals. Students are not allowed to loiter in the lobby. Unless approval is given by the THEATRE CO-ORDINATOR or designate, students will not be allowed in the lobby during rehearsals or performances.

9.4 So as to prevent disruption of a performance and inconvenience to patrons, students will not be allowed into the THEATRE once a performance has begun.

9.5 Under the York Region District School Board Safe Schools Policy, students participating at a production at the theatre ARE NOT to enter or use any of the services of Newmarket High School, unless prior permission has been granted by the principal.

10. USE OF ASSIGNED SCHOOL ROOMS

10.1 By agreement with the York Region District School Board, the THEATRE may use the Music, Vocal, and Drama Rooms at the Newmarket High School. The THEATRE CO-ORDINATOR or designate, shall have sole discretion regarding the access, use, and designation of these rooms, subject to permit considerations already granted by the school board.

10.2 Use of the Music, Vocal and Drama rooms is a privilege and may be revoked by the THEATRE CO-ORDINATOR or designate, at any time. The LICENSEE shall provide sufficient supervision so as to protect School, Board and THEATRE property. Any damage shall be the responsibility of the LICENSEE.

11. CAPITAL INVESTMENT FUND (CIF)

In addition to the theatre rental fees, ticket printing and handing charges and any other applicable fees, the THEATRE will apply a CAPITAL INVESTMENT FUND (CIF) charge on all tickets issued including complimentary tickets. **The CIF charge is to be incorporated into ticket prices. Advertising of the event should show the inclusive ticket price, without the CIF being segregated.**

The CIF is subject to change; however, the CIF indicated on the THEATRE RENTAL AGREEMENT will be the rate that will be applied at the time of billing.

12. DANCE RECITALS AND MUSIC/DANCE FESTIVALS

12.1 RESTRICTED ACCESS

Dance recitals and music/dance festivals provide some unique operating challenges for the THEATRE. Teachers, participants and parents are regularly entering and exiting the theatre, causing a disturbance for the performers and patrons. The THEATRE encourages the LICENSEES, to take their patrons' enjoyment into consideration during the performances. The THEATRE will restrict access to the theatre during dance competitions or recitals/festivals until an appropriate break in the performance.

12.2 LICENSEE TO SUPPLY SECURITY/SUPERVISION

During competitions, recitals and festivals, the THEATRE **IS NOT** responsible for the ongoing supervision of participants. Their safety and well-being is the responsibility of the LICENSEE. It is therefore mandatory that the LICENSEE provide a level of security and supervision for all participants.

The LICENSEE will be required to ensure that a sufficient number of teachers, parents or other appropriate adult supervisory personnel are available at all times in all areas and rooms where the LICENSEE has been granted access. This includes the THEATRE and those rooms within NEWMARKET HIGH SCHOOL.

The use of the school rooms is a privilege, not a right. FOOD AND DRINKS ARE NOT PERMITTED IN THE CLASS ROOMS. Use of these rooms is dependent on other permits issued by the Board. The THEATRE CO-ORDINATOR or designate may at any time suspend the use of the class rooms if there is insufficient supervision. The LICENSEE must supply the THEATRE with proof of adequate supervision at least two (2) weeks prior to their event.

12.3 THEATRE RIGHT TO REFUSE ACCESS

If in the opinion of the THEATRE CO-ORDINATOR or designate, the LICENSEE has failed to provide sufficient security and supervision, the THEATRE CO-ORDINATOR or designate may refuse the LICENSEE access to the THEATRE and any rooms booked until satisfactory security/supervision has been established.

12.4 THEATRE RIGHT TO CHARGE BACK SECURITY/SUPERVISION COSTS

In addition to and/or as an alternative, the THEATRE CO-ORDINATOR or designate may assign THEATRE personnel to supervise and provide security at a cost to the LICENSEE. This cost will commence one hour prior to the event, will continue throughout the event and will conclude one hour after the end of the event. The **minimum** will include four (4) staff members at a **minimum** per person per hour charge of \$25.00. The LICENSEE can eliminate this cost by ensuring they have provided a level of security/ supervision satisfactory to the THEATRE.

13. BABES IN ARMS

The THEATRE policy allows for babes in arms, to sit on the parent's lap. A **"Babe in Arms"** ticket will be issued and includes all children less than two years of age. Any child over the age of two must have a paid ticket for an assigned seat. The LICENSEE may choose to allow children under a certain age to enter the theatre free of charge.

In order to assist in patron counts in the event of an emergency evacuation, it is **MANDATORY** that every person in the theatre **HAS A TICKET**, including Babes in Arms and children who may be admitted free of charge. Complimentary tickets will be issued by the THEATRE for babes in arms and those children designated to have free admission.

Car seats and infant carriers will not be allowed in the theatre if they in any way block or prevent the evacuation of an aisle or row in an emergency.

14. TICKETING

14.1 TICKET SALES

The THEATRE, acting as agent for the LICENSEE, will be responsible for the issuing of all event tickets. The THEATRE will issue one ticket per person. Unless authorised by the LICENSEE, tickets are non-transferable. During certain events such as dance recitals and festivals, the THEATRE may use a hand stamp to identify the valid user of a ticket. Patrons or participants without a valid hand stamp will not be allowed into the theatre. The THEATRE reserves the right to refuse entry to the theatre and also to eject any patron or participant who misuses a ticket or hand stamp.

14.2 REFUNDS, EXCHANGES AND TRANSFERS

ALL ticket sales are final. Refunds or exchanges will not be available or will be available at a nominal charge to the LICENSEE or their patron. See OBJECTIONABLE PERSON SECTION 7.12

15. FOUL AND ABUSIVE LANGUAGE OR CONDUCT

The NEWMARKET THEATRE relies upon a volunteer corps to assist with all aspects of productions. By having this corps of volunteers, the THEATRE is able to offer LICENSEES rental rates that are considerably less than comparable facilities. In order to maintain this valuable asset for the THEATRE and for use by the LICENSEE, it is recommended that the

LICENSEE advise their teachers, participants, parents and patrons that vulgar and abusive language directed towards the volunteers, theatre staff or other patrons will not be permitted.

The THEATRE reserves the right to remove from the theatre or facility anyone who conducts themselves in a manner which is deemed to be abusive, vulgar or threatening to the theatre volunteers, staff or other patrons.

16. VIDEO, AUDIO RECORDINGS AND FLASH PHOTOGRAPHY

16.1 FLASH PHOTOGRAPHY

The THEATRE discourages the use of flash photography during performances. It is disturbing to the patrons and distracting for the performers. The LICENSEE should encourage parents and others wishing to use flash photography, to do so at the end of the performance. Any LICENSEE wishing to allow flash photography should advise the THEATRE CO-ORDINATOR or designate well in advance of the performance, so that appropriate notice is given to staff, volunteers and patrons.

16.2 VIDEO/AUDIO RECORDING LOCATIONS

Certain locations within the theatre make ideal areas to set up video/audio recording equipment. The middle of row (P) and the back row, (Row Q) provides a great cover shot, with the ability to zoom in on individuals on stage. Audio feeds from the Control Room are also available in this location.

Cameras, tripods, microphone stands will not be allowed in the wheel chair seating area. The LICENSEE should consider their patrons when allowing cameras to be set up. Seats around the camera locations must not be sold otherwise your patrons will complain that they cannot see the stage.

So as to ensure a quick and problem free set up, the LICENSEE should contact the THEATRE CO-ORDINATOR or designate before assigning video/audio seats. The THEATRE reserves the right to refuse video and audio installations if, in the opinion of the THEATRE, they impede or block any aisle, adjoining seats or patrons clear and unobstructed view of the stage.

17. THEATRE LOBBY

17.1 The THEATRE lobby is the main entrance to the THEATRE. The lobby is cleaned daily, prior to every performance. Time and cost restrictions prevent the lobby from being cleaned several times throughout the day. It is therefore mandatory that the LICENSEE, parents, teachers, participants and patrons recognise this and help to keep the lobby clean and ready for the patrons. **Rehearsing, costume repairs, makeup application and hairdressing, are NOT PERMITTED in the lobby.**

17.2 Food consumed by cast, crew and others involved in the production, should be consumed outside, backstage or in the Green Room or Dressing Room hallways.

The LICENSEE should advise everyone involved with the production that the THEATRE staff will clear the lobby prior to the main doors opening. Their co-operation is expected and appreciated. The lobby is closed between performances. Cast and crew members are **NOT PERMITTED** to sleep on the lobby furniture between or prior to productions.

18. STAGE DOOR ENTRANCE

ALL dancers, cast, crew, teachers and performers being dropped off, will use the STAGE DOOR to enter the theatre for rehearsals and performances. The STAGE DOOR is not to be used by audience members to enter the theatre. Patrons must use the main theatre doors. The Stage Door parking area is reserved for THEATRE STAFF or for use by special permission.

NEWMARKET THEATRE

TECHNICAL INFORMATION

Lighting Equipment

- Control:** ETC Ion Console with 2 2X20 and 1 1X20 fader wings. Offline editor is available at <http://www.etconnect.com>.
- Dimmers:** 96 X ETC Sensor 2.4 Kw with Unison CPU (dimmers 93 – 96 are Houselights)
- Conventional Fixtures:** 68 X ETC Source 4 with the following lens barrels:
20 X 50°
20 X 36°
24 X 26°
6 X 19° (normally used with I-Cue Mirrors)
16 X Strand #3480 8" Fresnelite
- Intelligent Fixtures:** **Please Note:** All Intelligent Lighting is configured in a *semi-permanent installation*. It will take significant time and effort to change this configuration, and it *must* be restored at the end of any rental period.
- 2 X Martin Mac250**
6 X Martin Mac250 Entour**
4 X Elation Design Spot 250 Pro**
4 X Martin Roboscan Pro 518**
2 X Martin RoboColor Pro 400**
5 X Altman SpectraCyc 100
- Intelligent Accessories:** 6 X Rosco I-Cue Mirror
6 X City Theatrical DMX Iris
3 X GAM SX4 with 6 Gobo Tray
2 X Spectrum 4" Broadway Colour Scroller
23 X Spectrum Q3 Scroller (6 on I-Cue Mirrors, 3 on SX4)
2 X Rosco 200W Power Supply
1 X Wybron Forerunner Power Supply
1 X Spectrum ColorQ 8 Way Power Supply
2 X Spectrum PSU 02 24 Volt Power Supply
1 X Martin DMX Switch Pack (six channels)
1 X Fleenor 123 Isolated DMX Splitter
- Follow Spots:** 2 X Altman Comet**
- Atmosphere Machines:** 1 X Rosco Hazemaker**
1 X Rosco Delta Hazer**
1 X Rosco 1600 Fog Machine**
1 X Le Maitre Stage Fogger DMX**
2 X Le Maitre True North Snow Machine**
- Miscellaneous:** 2 X Rosco ImagePro, various gobos, gobo holders, drop-in irises, colour frames, **Littlites**, and cables

Audio Equipment

Main Mix:	<p>DiGiCo SD9 Supercharged Digital 48 Channels - 48 X 16 X 3 w/ 12 X 8 Matrix. Console is located in control booth and connected via a patch bay to hardwired microphone input boxes located throughout venue. There are booth monitors delayed to the mains and a window that opens to allow operator to monitor program. The console can easily be moved into a house mix position if required.</p> <p>Console includes extensive onboard processing: 8 X digital effects, 8 X dynamic EQ, 8 X DiGiTuBes, 8 X multiband compressors, 16 X graphic EQ, 48 X gate/compressor,</p> <p>Console is equipped with a Waves Soundgrid server. TDM Waves plugins may be used if visiting engineer has an iLOK (v.8) or USB Key (v.9) with valid licences. THEATRE owns licences for the Waves Live and <i>One Knob</i> bundles as well as the NS1 plug-in.</p>
Main Mix Amplifiers:	3 X QSC ISA1350 (Mains) 1 X QSC PLX 3002 (Subs)
Crossover:	1 X EAX UX8800
Main Mix Speakers:	3 X EAW AX396 (L/Centre/R - High/Mid, Low) 2 X EAW FR 250z Dual 15" Subs
Booth Monitors:	2 X EAW MS 20
Booth Amplifier:	1 X QSC USA 370
Monitor Mixes:	6 Possible via Aux. Sends from Main Console
Monitor Amplifiers:	2 X Crown Com-Tech 400 (total of 4 outputs) 1 X QSC USA 900 (total of 2 outputs)
Floater/Spare Amplifier:	1 X QSC USA 900
Monitor Wedges:	6 X Yamaha SM12IV Passive Wedges 2 X Yamaha SM12IV S Passive Wedges 3 X Behringer Eurolive B205D powered speakers (stand mounted)
Microphones:	14 X Shure Beta 58A 2 X Shure SM58 4 X Shure Beta 57A 4 X Shure Beta 56A w/A56D Drum Mount 3 X Shure EZ0 Overhead (phantom) 3 X Shure MX202 Overhead (phantom) 2 X Shure MX412SE (phantom) 2 X Shure BG 1.1 (w/ switch) 1 X Shure Beta 52A 3 X Sennheiser MD 421 MK II 4 X AKG 391B (phantom)

2 X **Behringer** C-1 (phantom) w/shock mount
5 X **Crown** PCC 160 (phantom)
1 X **Schertler** DYN-GP Matched Piano Transducer Pair

Wireless Microphones: 12 X **Sennheiser** SK 500 G3 Body pack Transmitters w/ MKE2 Gold Microphone**
4 X **Sennheiser** SKP 100 G3 Plug-On Transmitter**
6 X **Sennheiser** SKM 500-935 G3 Handheld Microphone**
1 X **Sennheiser** SKM 300-835 G3 Handheld Microphone (switch)**
12 X **Sennheiser** EW 500 G3 Receivers**
6 X **Sennheiser** CI 1 Instrument Cables**

NB: SKM 500 Handhelds and SKP 100 Transmitters share receivers with SK 500 Body packs. Only one type of transmitter can be used at one time with each matched receiver.

Frequency Range 626 – 668 MHz (Sennheiser B Band) – *This band should be avoided for any rental microphones brought into the theatre.*

NOTE: For a nominal extra charge, **Countryman** E6i Ear-worn elements are available for use with the SK G3 Transmitters. This is a higher quality microphone than the MKE2, providing better pickup of voices and much higher gain before feedback. These units must be used with extreme care.

DI Boxes: 1 X **BSS** AR116 (phantom)
4 X **Behringer** Ultra-DI DI20 Dual DI/Splitter (phantom)
3 X **Countryman** Type 85 (phantom)
1 X **Radial** JPC Stereo DI (for computer audio)

Playback: 1 X **Tascam** CD-200iB CD/iPod Dock Player
1 X **Denon** DN-C550R Dual CD/CD-R/RW Deck
1 X Custom-built Media PC w/ Cakewalk UA-101 and **Show Cue System 11 (Professional)** multi-media control Software with DMX/MIDI control (See <http://www.showcuesystem.com> for details and demo).
1 X **Denon** DN-T645 CD/Cassette Deck for Onstage use (plays MP3 CDs)

Snakes: 1 X **RSX** Roadster 100' (16 inputs/4 returns)
1 X **Rapco** 100' (16 inputs/4 returns)

Miscellaneous: Various microphone stands, cables and adapters

Please note that we make every effort to ensure that our equipment is maintained to the highest possible standard. Please understand that this may mean that a listed piece of equipment may not be available due to repairs or maintenance being undertaken. If you require a certain piece of equipment for your production, please call us to ensure its status.

ABOUT BATTERIES: (**NB:** The following only applies to rentals)

The use of all of the above listed equipment is included in a basic theatre rental. Please note however that the Newmarket Theatre **DOES NOT** provide batteries for wireless equipment to

renters. Used batteries may be available for rehearsal purposes, but we strongly suggest that you supply quality (Duracell, Eveready or equivalent) alkaline batteries for use with our wireless transmitters during performances. All of our **Sennheiser** Transmitters use AA batteries.

Multi-Media Equipment

- Video Projectors:**
- 1 X **Sanyo** PLC-XF31N Multimedia Projector**
True XGA 5200 ANSI Lumens w/ the following Inputs:
DVI-I (Digital/Analog),
Video Component In (R/Pr, G/Y, B/Pb, H/HV and V),
Video Composite In (Video/Y, C)
With the following lenses:
LNS S03 Standard Zoom Lens
LNS W03 Short Throw Wide Angle Lens
LNS T02 Long Throw Zoom Lens
 - 3 X **Panasonic** PT-VX400 Multimedia Projector**
True XGA 4000 ANSI Lumens w/ the following Inputs:
HDMI In
2 X VGA In
Composite Video In
S-Video In
 - 1 X **Optoma** TS725 DLP Projector
SVGA 2600 ANSI Lumens w/ the following Inputs:
S-Video In
Video Composite In (Video/Y, C)
VGA/SCART/YPbPr Combination In
- Slide/Overhead Projectors:**
- 1 X **Kodak** Ektagraphic III AFT w/ 75 - 120 mm Zoom f/3.5 Lens and IR Remote
 - 2 X **3M** Overhead Projector
- Screen:**
- 9' X 12" **Daylite** FastFold with black velour Dress Kit and Front and Rear Screen Surface
- Playback:**
- 1 X **Sony** SLV-79HF VHS Player/Recorder
 - 1 X **Panasonic** DVD-CV52 DVD Player
 - 1 X **Denon** DN-V500BD (Blu-Ray)
 - 1 X Custom Media Server 2.66 GHz Core Duo Quad CPU with PowerPoint 2010 and **ArKaos** Media Master (Windows 7)
 - 1 X **HP** dc5000 2.8 GHz Pentium 4 CPU Desktop with PowerPoint 2003, **ArKaos** VJ DMX, and PowerDVD (Windows Office XP)
 - 1 X **Acer** Aspire 1.4 GHz Intel Celeron M CPU WXGA Laptop with PowerPoint 2003 and DVD (Windows XP Home)
- Switcher:**
- 1 X **Videoquip** S-101 passive switcher
- Accessories:**
- 2 X **KVM** CE-220 Console Extender (allows remote use of monitor, keyboard, and mouse)
 - 1 X **ADS** TV Elite XGA Scan Converter
 - 1 X Mind Path Pocket Point RF PowerPoint controller

The theatre is wired with video distribution throughout. There is a stage picture video camera with its signal routed to monitors located in the backstage dressing room corridor, Stage Left and

Stage Right, Green Room, Lobby Left, Lobby Right, and the box office. This stage picture can also be routed to the VCR for recording purposes.

Computer Network Access

Internet access is available via hardwired Cat. 5 connection or via Wi-Fi.

Rigging

Motorized Pipes: 3 Sets rated at 1000 pounds with control located Stage Right

Manual Winch: 1 Set rated at 800 pounds with winch located Stage Left

PLEASE NOTE: Our rigging systems cannot be used to carry performers. **None** of our rigging equipment is rated to carry people. For shows where performers are to be flown (e.g. *Peter Pan*), you must use a recognized company in this field (e.g. “*Flying by Foy*”, “*ZFX!*”) to accomplish the flying effects. **THERE ARE NO EXCEPTIONS TO THIS POLICY!**

Soft Goods: White **Bounce (cyc)** 42’ X 26’ Dead Hung at rear of stage
Black Velour **Traveller** Dead Hung in front of Bounce
Black Velour **Traveller** Dead Hung at Mid Stage
10 X 8’ X 27’ Black Commando Cloth **Leg** (5 sets deployed)
1 X 10’ X 27’ Black Velour **Masking Panel**
4 X 42’ X 4’ Black Velour **Border**
1 X 30’ X 20’ Black **Sharkstooth Scrim**
Burgundy Velour **Main Drape** (Traveller with valance) Powered draw operated from Stage Right or control room. Manual operation of curtain is possible from Stage Right.

Power

Lighting: 1 X 100 Amp 3 Ø 5 Wire Disconnect with cable lugs located Stage Right

Audio: 1 X 60 Amp 3 Ø 5 Wire Disconnect with cable lugs located Stage Right

Stove Plug: 1 X 50 Amp Stove Plug Connection located in Shipping/Receiving area (This connection is about 20 feet from the stage. There is a bulkhead pass-through to allow cable to be run to the stage area.)

PLEASE NOTE: If your production requires tying into disconnects, you will need to arrange a wiring inspection in advance with the **Electrical Safety Authority**. Wiring inspections are mandatory for any temporary power tie-in in Ontario.

Stage Dimensions

Proscenium Opening: 34'–03" wide X 18'–10" high (with a soft valance with a bottom trim of 16'–10")

Stage Depth 29'–08" to wall, 27'–08" to face of cyc

Left and Right Wing: 15'–0"

Unloading & Loading

Ground level access (**NO DOCK!**) via a 10'–00" X 10'–00" Door to Shipping/Receiving area. The door from Shipping/Receiving area to stage is 08'–00" X 08'–00". Parking at the Stage Door/Shipping and Receiving area is reserved for Theatre Staff or for use by special permission only. Trucks are only permitted to remain at the loading door during unloading or loading.

Stage Equipment

2 X **Stage Manager's Lectern** with lamp
2 X **Stage Lectern** with lamp and gooseneck microphone
30 X 20 lb. Saddle type **sandbag**
18 X six-foot wood grain **table**
4 X five-foot wood grain **table**
2 X eight-foot wood grain **table**
120 X gray plastic **Music Chair**
6 X **Manhasset** black **Music Stand** with lights

Please Note: The theatre does not own any other music stands, music stand lights, or risers. It *may* be possible to borrow items from Newmarket High School with advance notice. Tables are shared with functions in our Front of House (lobby) area. Their use is subject to approval of the Theatre Co-Ordinator. Table Skirts and Cloths are available at a nominal charge.**

Piano

1 X **Yamaha** C7 7'–06" Grand Piano with adjustable Artist's Bench Tuning (at additional charge) must be done by the Newmarket Theatre's approved tuner.

Dressing Rooms

There are 2 medium sized dressing rooms with clothes racks and makeup mirrors. Dressing rooms have toilet, shower and dual sink vanities. Rooms are wired with intercom and program sound.

Green Room

A Green Room with table, seating, sink, fridge, microwave (Please do not use microwave to prepare popcorn), and phone is available for use. The Green Room is wired with intercom, program sound, and stage video.

School Rooms

Depending on the production and availability and with the *prior approval* of the Theatre Co-ordinator, use of the Music, Vocal and Drama rooms at Newmarket High School may be possible.

DISCLAIMER:

This equipment list is for purposes of information only. It does not imply or provide a guarantee of availability or suitability of a specific piece of equipment.

Please note that we make every effort to ensure that our equipment is maintained to the highest possible standard. Please understand that this may mean that a listed piece of equipment is not available due to repairs or maintenance being undertaken. If you require a certain piece of equipment for your production, please call us to ensure its status.

Should you have any questions, please contact Charles R. Kaiser (Technical Director) at (906) 953-5327 (direct), (905) 717-6129 (cell), (905) 715-7237 (fax) or ckaiser@newmarket.ca (email).

Certain items marked “*” above, may not be included with the regular facility rental agreement. Some items that use consumables such as fog fluid, batteries or special lighting, or that require cleaning after their use, may also have an additional rental fee.**

LICENSEES are reminded to check with the THEATRE CO-ORDINATOR or designate, in order to determine which items may have an extra charge applied.

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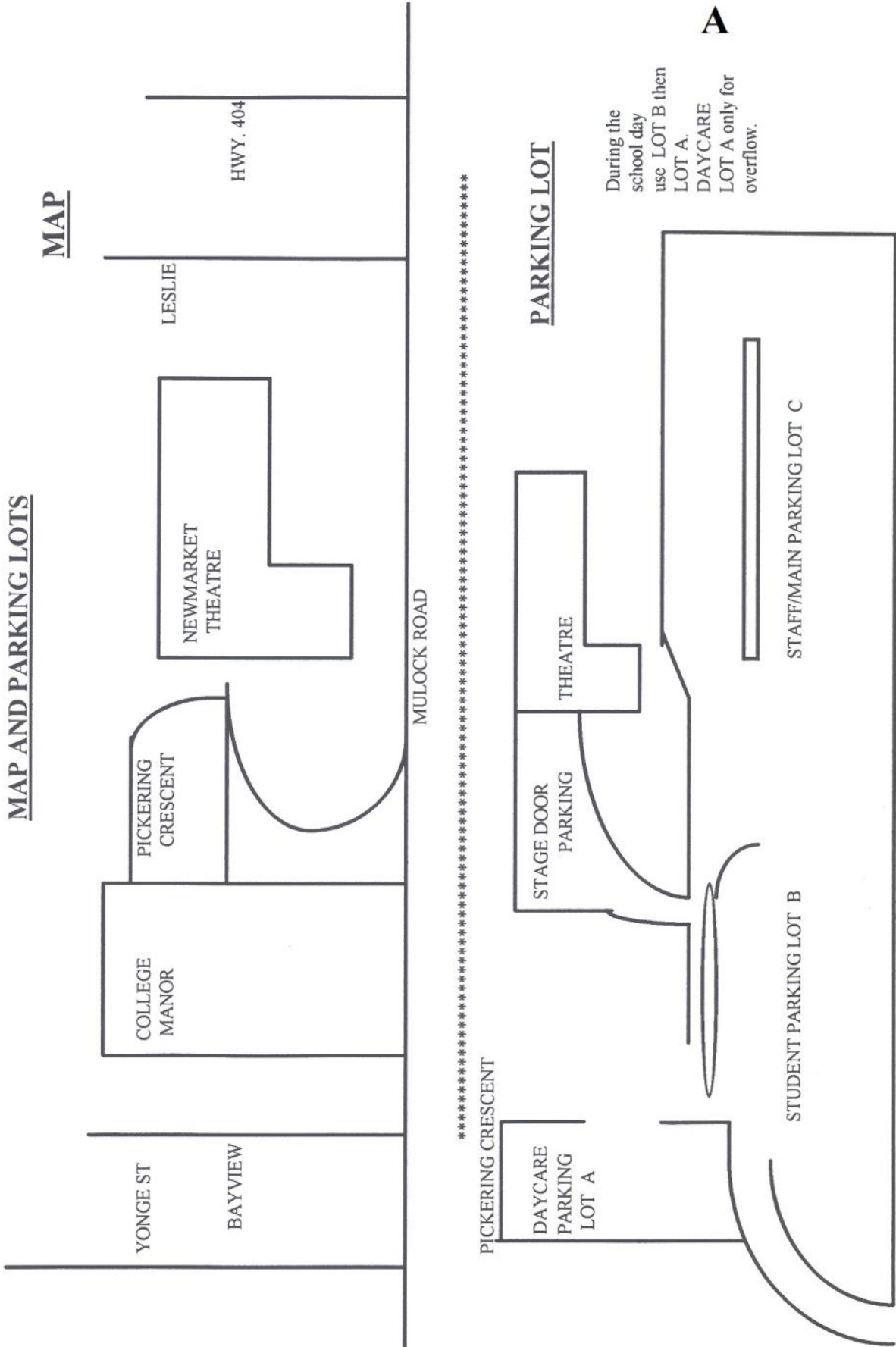
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This file was last updated 18/01/2014 (CRK) - This document supersedes and makes obsolete all previous versions.

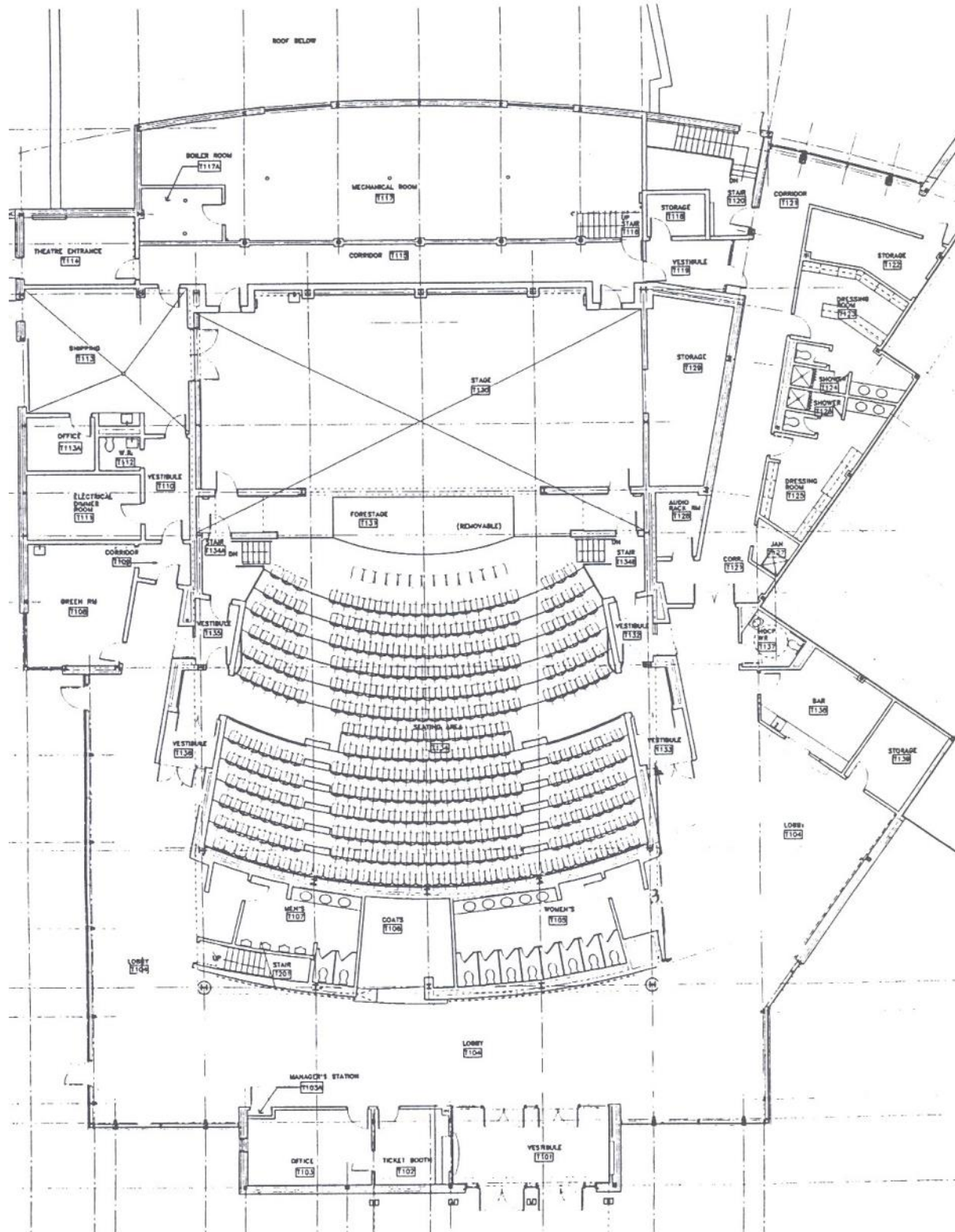
NEWMARKET THEATRE AND THE NEWMARKET HIGH SCHOOL



NEWMARKET THEATRE BUILDING FLOOR PLAN - B

NEWMARKET THEATRE....FLOOR PLAN

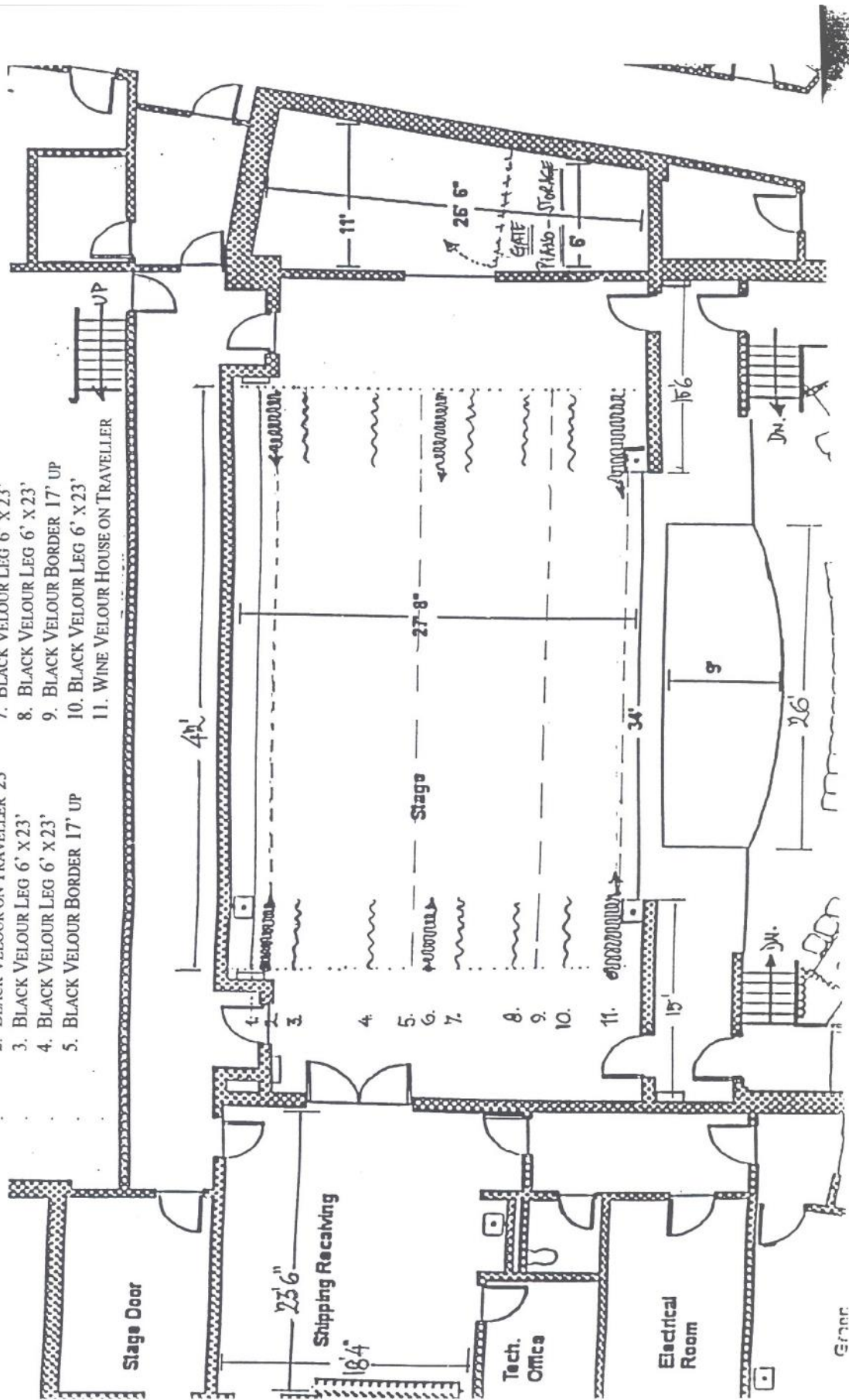
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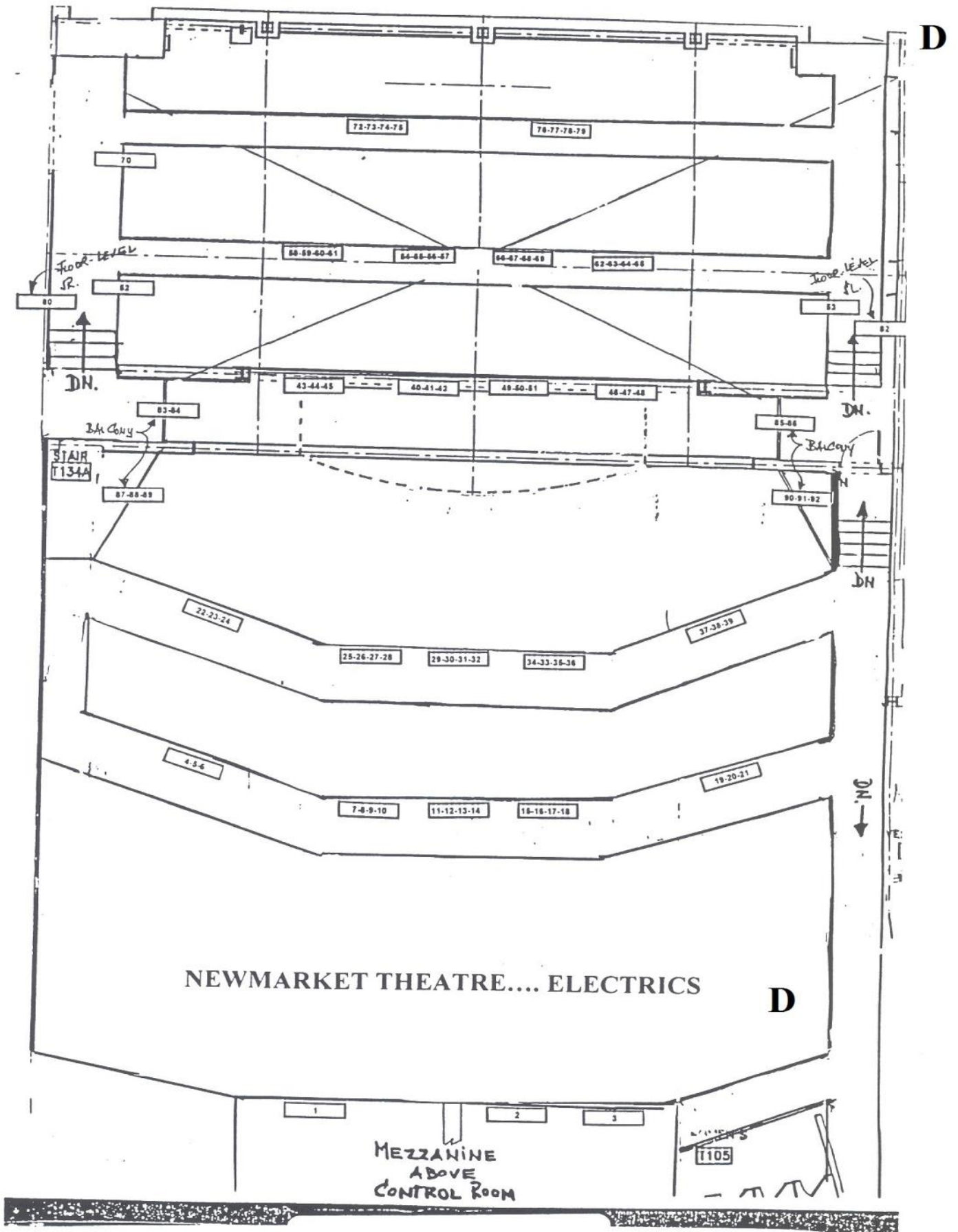
Newmarket Theatre

SCALE: 1" = 10 FT

- 1. CYCLORAMA 42' X 26'
- 2. BLACK VELOUR ON TRAVELLER 23'
- 3. BLACK VELOUR LEG 6' X 23'
- 4. BLACK VELOUR BORDER 17' UP
- 5. BLACK VELOUR LEG 6' X 23'
- 6. BLACK VELOUR ON TRAVELLER 23'
- 7. BLACK VELOUR LEG 6' X 23'
- 8. BLACK VELOUR LEG 6' X 23'
- 9. BLACK VELOUR BORDER 17' UP
- 10. BLACK VELOUR LEG 6' X 23'
- 11. WINE VELOUR HOUSE ON TRAVELLER



NEWMARKET THEATRE ELECTRICS LAYOUT - D



NEWMARKET THEATRE.... SEATING PLAN

E

