



West Village Theatre

WEST VILLAGE THEATRE TECHNICAL & RENTAL INFORMATION PACKAGE

DEPOSIT

Upon signing a rental contract with West Village Theatre, all rentals require a fully refundable \$500 deposit up front to hold the rental.

RENTAL RATES

\$375 for a one day rental

\$250 per day for 2+ days of rental

\$120 per dark day

**Lights and sound are included in these prices*

RENTAL RATES FOR REGISTERED CHARITIES

\$350 for a one day rental

\$240 per day for 2+ days of rental

\$100 per dark day

**Lights and sound are included in these prices*

TICKET SURCHARGE

\$0.50 per ticket, free or \$10 and under

\$1 per ticket, \$11 to \$19

\$1.50 per ticket, \$20+

Please contact the West Village Theatre Administrator at the end of your rental contract to provide them with exact audience numbers and price points.

PROJECTOR RENTAL

West Village Theatre has a basic projector that can be rented for \$70 per week, not including the VGA adapter cable. Ghost River Theatre, one of our resident companies here at the space, has four Christie DHD1075-GS high-end projectors that are available for rent as well. Please contact the West Village Theatre Administrator for more information on rates and availability.

MICROPHONE RENTAL

West Village Theatre has wireless, hand-held and lav pack microphones available for rent as well as microphone stands if required. Please note that the cost of batteries is included. The rate to rent any number and type of microphone is \$25 per week.

WALK-THROUGH ORIENTATION

ALL renters MUST complete a walk-through of the space prior to rentals. WVT Management will contact you to confirm a date and time.

HOUSE TECHNICIAN

Renters must use an appointed West Village Theatre Technician. The Technician is required to be present anytime that lights, sound or other technical aspects are being utilized in the theatre as well as for strike and clean-up if there are technical elements



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that need to be restored. The Technician Fee is \$25/hour, all industry standards apply concerning overtime. If you are planning on using the West Village Theatre shop or tools, the Technician must be present to supervise.

INSURANCE

As stated in the West Village Theatre Contract, the renter shall, at its sole cost, obtain a certificate of public liability insurance for the Rental Period in the amount of two million dollars (\$2,000,000.00) with West Village Theatre named as insured, or containing a waiver of subrogation in favour of West Village Theatre. This liability insurance will cover injury to any and all personnel and/or members of the public, and damage to or loss of property during the Rental Period. If you are running a bar for your event, your insurance will also need to reflect this. **The Producer will provide proof of the certificate of public liability insurance no later than four (4) weeks prior to the Rental Period.**

CLEANING FEE & RENTER REQUIREMENTS

There is a mandatory **\$150 Cleaning Fee** that covers a one-time cleaning of the theatre space at the end of your rental. All items (INCLUDING GARBAGE) belonging to the renter must be removed from the premise by the end of the contract period. Short-term storage arrangements can be made if necessary, there will be a fee of \$50 per day.

All cleaning during your rental period is the responsibility of the renter.

West Village Theatre is the home of three resident companies who share the space and we ask that all renters please respect our home by adhering to the following:

- Vacuuming all carpeted areas as needed (main entrance way, green room, audience seating and downstage crossover).
- Sweeping and moping areas as needed (upstage area, stage floor and lobby).
- Wiping down the bathrooms and ensuring they are well stocked. Cleaning supplies and extra toilet paper and paper towels can be found in the cleaning closet and under the sinks. (WVT Management will be restocking the bathrooms at least once a week during your rental period.)
- Keeping the Green Room tidy by vacuuming and wiping down counters as needed.
- Emptying and removing garbage regularly to the black bins located in the alleyway. **Garbage day is FRIDAY MORNINGS. Please ensure that all garbage is placed in the black bins and that they are moved up to the edge of the alley on THURSDAY EVENINGS.**
- Ensuring that all recycling (paper, cans, bottles, etc) is placed in the correct receptacles in the Lobby and Green Room. West Village Theatre will take care of all recycling.



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Please clean the space **at least once a week** for the comfort and safety of all residents.

LOBBY & SIGNAGE

It is the responsibility of the renter to ensure that the lobby is clean and set up to accommodate ticket sales prior to all performances. There is a large magnetic board in the lobby where renters can post show information, photos, etc. Please do NOT tape anything to the walls as tape may damage the paint. In the alley, the rope lights on the awning outside the main entrance to the theatre can be left plugged in at all times. There are extra flood lights as well, the switch is located at the front door next to the fire extinguisher.

THEATRE DETAILS

The house capacity is 148 people including staff. There are 83 cushioned chairs in the theatre, but the renter is able to rent chairs (from an outside source) to achieve the full capacity.

BAR

It is up to each rental group to organize and run their own bar for their event, if they choose to have one. If you would like to run a bar and/or concession at your event, it is the responsibility of the renter to obtain the required insurance and AGLC Liquor License. Renters are responsible for all purchasing, stocking, recruiting bar tenders (WVT Management will require a copy of their ProServe), as well as providing a float for cash and/or a means with which patrons can purchase through debit/credit. West Village Theatre has a large locking fridge and cabinets for storing any bar stock you bring into the space. There is no charge for running a bar at the theatre, all profits are kept by the renter. If you are interested in running a bar for your event, let WVT Management know as soon as possible so they can assist you. It is the responsibility of the renter to remove all unsold stock at the end of their rental period.

PARKING

There are three designated parking spots available in front of West Village Theatre in the alley; one in the loading bay and two to the left of the door. There is additional parking available on the west side of the building and on the street (please obey all street parking signs or you may get a ticket or be towed). The Sunalta LRT Station is only 3 blocks away for audience convenience.

SAFETY

You will be shown where all fire extinguishers are located during your walk through. Please note that the fire extinguisher in the booth is an electrical one. There are two emergency exits, one located upstage leading to 10th Avenue and the main alley entrance.



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LOCKING UP

As part of the walk through orientation, management will show the renter how the security system works and review how to securely lock the building. The renter is responsible for locking up the WVT premises after every entrance/exit. If the renter fails to do so, as outlined in the contract, there will be a \$200 penalty for leaving the venue unsecured. Renters will be given a code to the lock-box located on the main doors in the alley, please DO NOT share this code. The code is changed after every rental period is complete.

USE OF THE WEST VILLAGE THEATRE SHOP & TOOLS

Please note that to access the shop and tools at West Village Theatre, you will need to request permission AT LEAST ONE WEEK prior to your rental period. There will be an additional cost to be negotiated depending on what you are using the shop and tools for. It is required that whenever you are using West Village Theatre's shop and tools that a house technician is present. Please ensure that you have booked your technician during the hours that you will require access to the shop. Any cutting of wood, sanding, or any other activity that creates dust MUST be done OUTSIDE to protect the dimmers located by the workshop. Any painting must be done with a tarp. Please DO NOT spray paint on the driveway.

WASHER & DRYER

Laundry is available in the Green Room at \$2 a load. Please leave the washer door open when not in use so that mold does not form.

ADDITIONAL NOTES

The Green Fools costume area backstage and storage under the seating risers is OFF LIMITS.

DO NOT block emergency exits.

If you have any other special requests or requirements, please contact the West Village Theatre Administrator.

Administrator - Tonisha Kroeger
info@westvillagetheatre.com
403-242-7118 ex.4



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TECHNICAL EQUIPMENT LIST

LIGHTING EQUIPMENT

Source Fours:

Instrument Bodies: 20

Barrels:

4 x 19 Degree

1 x 26 Degree

15 x 36 Degree

4 x 50 Degree

Source Four Juniors:

Instruments: 12

Source 4 Parnels:

Instruments: 11

Freslite Fresnels:

Instruments: 2

Strand SL:

Instruments: 6

LEDS:

4 LED Sr4 Colorspot with the Fresnels and Cyc attachment

SOUND EQUIPMENT

YAMAHA LS9-32

Sound Board

2 Speakers mounted in the grid

SLS-QSC-AP5...QSC

Acoustic Performance Series 12" high Performance speaker enclosure

2 QSC HPR 1521 Speakers mounted on

2 QSC HPR 181 Subwoofer

Also Available for Rent

6 wireless mics SHURE brand

2 Hand Held

4 Lav Packs