



EVENT INFORMATION	
Event Name	
Description	
Date	
Time(s)	
RENTER	
Name	
Contact	
Email	
Phone	
VENUE	
Name & Location	The Roxy Theatre 2657 Quadra Street Victoria, BC
Contact Name	Rebekah Johnson
Contact Email	rjohnson@bluebridgetheatre.ca

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Rental Agreement

Rental Agreement Between

Blue Bridge Theatre Society

and

A. LICENSE FOR USE

Blue Bridge Theatre Society (BBTS) grants the use of the venue noted above (the "Venue") to the [redacted] (the "Renter") for the purposes of [redacted] subject to the following conditions and fees.

B. RATES<sup>1</sup>

Live Theatre: An event, which include a performance component

Table with 4 columns: Live Theatre, Up to 4 hrs, 4 - 14 hr, Weekly (6 days). Rows for Non-Profit and Commercial.

Table with 4 columns: Cinema, Up to 4 hrs, 4 - 14 hr, Weekly (6 days). Rows for Non-Profit and Commercial.

- Up to 4 hours includes 4 hours of labour
• Over 4 hours includes 6 hours of labour
• Weekly includes 24 hours of labour
• A BBTS Concession Manager is required at a rate of \$18 for all show calls.
• Minimum call for Concession is 4 hours.
• Non-performance days are charged out at \$50 per hour. Labour is included.

Janitorial services surcharge

Table with 2 columns: Type of Contract, Amount. Rows for Daily & Non-Performance Days and Weekly.

1. The Daily Rental Fee applies to a maximum 14-hour booking within a 24-hour period. Over time will apply to labour where applicable. Additional staffing will be billed hourly (see Technical Policy).
2. The Weekly Rental Fee is applicable to a maximum 6-day booking within a period of 7-consecutive days, and includes 4 hours of technical staffing for each of 6 performances. Additional staffing will be billed hourly (see Technical Policy).
3. Breaks are scheduled into rentals. If breaks are not taken and the technician works through scheduled breaks, you will be billed for the extra time at whichever rate applies

<sup>1</sup> GST is in addition to the prices listed.



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- for the extra time. Meal penalty (Time ½) will apply after 5 hours and remain in effect until a meal break is taken.
4. Fees outlined in the Contract are an estimate based on the renters needs as communicated at the time of signing. If these needs change over the course of the rental, the Renter is responsible for all incurred fees and charges as presented on the final invoice following completion of the rental.
  5. If the theatre becomes unavailable for use on these dates for reasons beyond BBTS's control, this agreement will be void and all deposits will be returned to the renter.

### C. BOX OFFICE POLICY

1. BBTS reserves the right to use or distribute up to four house seats per performance to ushers, staff, or guests of BBTS. These seats will remain available to BBTS until ten minutes prior to the beginning of each scheduled performance, after which time they may be sold by the renter if unclaimed.
2. The capacity of the Roxy Theatre is 225 seats. If you have more than 15 people in your cast and crew, please advise your rental contact.
3. Renters are required to use The Roxy Box Office to sell their show. Please see the Box Office Ticketing Service Agreement and Information Sheet.

### D. FRONT OF HOUSE POLICY

1. Rentals include the services of one technician to run lights and sound. A Concession Manager is required to oversee the concession and venue security while an audience is present. Rentals do not include ushers or FOH staff. You must provide these personnel.

Additional staff and/or hours will be billed at the following rates: For technicians – \$22.00 per hour straight time (the first 8 hours), \$33.00 per hour overtime (hours 9-12) and \$44.00 per hour after that.

For concession staff - \$18.00 per hour straight time (the first 8 hours), \$27.00 per hour overtime (hours 9-12) and \$36.00 per hour after that.

2. All liquor and concession sales remain with BBTS.
3. Excessive clean-up resulting from rentals will be charged at \$20.00/hour over and above the surcharge.

### E. TECHNICAL POLICY

1. The Renter is responsible for technician fees beyond the 4 and 6 hours booking blocks as follows:
  - a. \$22.00 per hour up to 8 hours in a single shift:
  - b. \$33.00 per hour up to 12 hours and 44.00 after that).
  - c. The Renter is responsible for the cost of any additional technical labour required at the discretion of BBTS at the above rates. Overtime is calculated in 15 minute increments.
2. The Renter is required to communicate technical requirements and details of production



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schedule with BBTS no later than 2 weeks in advance of the rental in order to determine labour requirements and feasibility. Final determination of technical staffing will be determined by BBTS. Any changes made to the Venue, and any item brought into the Venue (ie: props, set, tables, etc) must first be approved by BBTS.

3. Technical specifications and scale plans are available upon request.
4. Any technical equipment required in addition to BBTS's inventory is the responsibility of the Renter. All costs associated with the rental or purchase of any additional technical equipment are the responsibility of the Renter. All additions must be pre-approved by BBTS.
5. Any incidentals, materials or consumables supplied by BBRT (ie: gaffers tape, construction materials, coffee, etc) will be charged to the Renter.
6. The Renter is responsible for the cost of restoring the Venue to its pre-rental condition. This includes removal of all scenery, props and costumes; repainting any altered surfaces to black; and restoring the house lighting and sound plot. (excluding janitorial).
7. The use of live flame is strictly prohibited. The use of fog or haze must be pre approved by BBTS.

### F. PUBLICITY & MARKETING POLICY

BBTS does not provide publicity or marketing services for rental events, with the exception of the marquee. The Renter is responsible for all advertising, promotions and publicity. Please respect the following regulations:

1. Blue Bridge Repertory Theatre's 's logo may not be used in any promotional material. All advertising materials must use the wording The Roxy Theatre. Digital images of The Roxy Theatre logo are available on request and the logo's use is encouraged in all marketing materials.
2. Publicity material may refer to: The Roxy Theatre 2657 Quadra Street, or "corner of Quadra and Hillside".
3. BBTS must approve all marketing and publicity materials for productions before being released by the Renter. This includes newspaper ads, posters, press releases, radio ad copy, etc. Please allow 1 day for materials to be reviewed. Approval will not be unreasonably withheld.
4. Temporary lobby displays must not conceal permanent or existing displays.
5. It is illegal to put up posters on telephone/power poles, buildings, trees, etc. The Renter may use poster cylinders downtown and/or ask permission to put posters up inside store windows. Should BBTS receive any complaints regarding poster placement, the Renter must deal with it immediately. A copy of the city bylaw regarding poster placement is available. Large format posters may be used in the spaces provided at the Roxy, space permitting. Your event will be posted on our Marquee 24 hours in advance of the event.

### G. USE OF FACILITY

1. The primary contact must be present at all times while the space is in use. The Renter's



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- primary or alternate contact person will be responsible for security and maintenance of the space.
2. If the Venue or any portion of the Venue or any property of BBTS is damaged by the act, default or negligence of the Renter or of the Renter's agents, employees, patrons, guests or any other person admitted to the Venue by the Renter, the Renter shall pay to BBTS on demand such sum as shall be necessary to restore the Venue, the building or the property to the condition that existed prior to the occurrence of the damage. The Renter assumes full responsibility for the character, acts and conduct of all persons admitted to the Venue or to any portion of the building by the consent of the Renter or with the consent of any person acting for or on behalf of the Renter.
  3. It is agreed that any permits and/or licenses required for the rental event, at the discretion of BBTS, will be obtained by and at the expense of the Renter.
  4. All equipment and materials used by the Renter must meet CSA standards and be approved by BBTS. BBTS reserves the right to deem any use of the Venue unsafe and the Renter agrees to undertake corrective measures at its own expense, to meet the approval of BBTS. BBTS reserves the right to eject the Renter for causing damage to the Venue or threatening the safety of its occupants.
  5. Parking in the Salvation Army lot is permitted between 5pm and 8 am. Temporary use is permitted for load in and load out. The Fire lane must remain clear. There is no parking in the lot immediately adjacent to the front of the Roxy.
  6. The Renter agrees that it has fully inspected the Venue and is entirely satisfied that the Venue is reasonably safe for all who might use the Venue at the invitation of the Renter. It is agreed that the Renter will make no claims or demands, or commence any action in law, against BBTS arising out of any alleged failure on the part of BBTS to provide premises reasonably safe for those who will be using the premises at the invitation of the Renter. The Renter further agrees to indemnify and save harmless BBTS of and from any claims, brought on by or on behalf of any person or organization allowed or invited onto the premises by or at the sufferance of the Renter.
  7. The Renter agrees that it is not and will not be an agent of BBTS, and will do nothing to cause or to permit the impression that it is acting in any way on behalf of BBTS in any of its contractual dealings with third parties. The Renter will indemnify and save harmless BBTS of and from any claims, demands or suits, including the cost of defending such, arising out of or connected in any way with claims that the Renter had, by contract or otherwise, created a liability on the part of BBTS.

### H. CANCELLATION POLICY

1. Cancellation of this contract will result in the forfeiture of the following amounts:
  - a. Cancellation given with more than two months notice: Forfeiture of 50% of initial deposit (1/4 of total rental fee)
  - b. Cancellation given with two months notice: Forfeit the deposit paid (50% of total rental fee).
  - c. Cancellation given with one month notice: Client is liable for full balance owing on rental.



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### I. INSURANCE

**The Renter will obtain public liability insurance and property damage insurance in respect of the Venue and the building in which the Venue is situate with a combined limit of not less than \$2,000,000.** Certificates of this coverage must be furnished to BBTS prior to the Renter making use of the Venue.

Date \_\_\_\_\_

Rental \_\_\_\_\_

GST \_\_\_\_\_

Labour \_\_\_\_\_

Janitorial \_\_\_\_\_

Concession \_\_\_\_\_

Total \_\_\_\_\_ (estimate only)

Deposit \_\_\_\_\_ (payable on signing)

Balance due upon final calculation of costs

\_\_\_\_\_  
for Blue Bridge Theatre

\_\_\_\_\_  
for the renter