

# Kootenay River Secondary Theatre Rental Agreement

School District #8 Kootenay Lake School Board

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Performance Title \_\_\_\_\_

Rental Dates & Times \_\_\_\_\_

Performance Dates & Times \_\_\_\_\_

**A deposit of \$75 is required upon booking.**

NOTE: A minimum of \$75 will be charged to the rentee for cancellation without 24 hours notice.

Amended rates as of Jan 1, 2017

Classification	Fee/day up to 4 hours	Additional hourly rate	Subsidy/day Town of Creston	Subsidy/day Regional District	Cost for 4 hrs (less subsidy)
Performance	\$225	\$33	\$75	\$75	\$75

**Rental Cost includes 4 hours Theatre Technician time plus the following (indicate as required):**

Facilities Required	Equipment Required
Stage	Lighting
House Seating	Sound
Wings (storage)	Upright Piano
Back Stage Room	Podium
Dressing Room	Risers
Lobby (refreshment tables)	Projection Screen

Additional Equipment required	Additional Costs
Additional Theatre time	\$33 / hour
Custodial – minimum 4 hours	\$37 / hour
Grand Piano – regular tuning / Specific Tuning	\$50 / performance / Additional cost of tuning
Student Lounge / Band Room	\$10 / hour each

- It will be the responsibility of the renting organization to specify details of the facilities required.
- All rentees must have set pieces, furniture, props, costumes ect that can be moved and stored off stage (in the wings and backstage) during school hours (8:30AM to 3:10PM Mon-Fri). It is the responsibility of the renting group to move their production items off stage each night after rehearsal to ensure the stage is cleared for classes next day.
- The renting organization shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds and shall see that regulations are strictly observed.
- The rentee agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the school premises hereby rented and that the rentee accepts the said premises at his own risk and that the rentee covenant to indemnify and save harmless the Board from all loss, costs and damages which may arise as a consequence either directly or indirectly of the granting of this agreement. The rentee agrees to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which this agreement relates.
- The rentee understands and agrees that this agreement may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation; there would be no claim or right to damages, or reimbursement of any loss, damage or expense whatsoever.
- The Estimated Total is the total before any additional theatre time that may occur after your scheduled time has ended.
- I have read the regulations governing the use of school facilities which are printed on the back of this form.

\_\_\_\_\_  
Renting Organization – Representative Signature

\_\_\_\_\_  
Date

Please forward payment to KRSS (Canadian Funds)

223-18 Ave S Creston, BC V0B 1G5

Contact: Tracie Schalla – [clerical.krs1@sd8.bc.ca](mailto:clerical.krs1@sd8.bc.ca) or 250-428-2274 ext 15500

Office Use		\$	Custodial	hrs	\$
Rental	hrs	\$	Student Lounge/Band Rm	hrs	\$
Additional Theatre time	hrs	\$	Grand Piano		\$
<b>Estimated Total</b>					<b>\$</b>

## **Rental Regulations**

- 1) The Board reserves the right to refuse use to any organization.
- 2) All applications for rental of school auditorium facilities must be made on the form provided.
- 3) All groups or organizations renting the Theatre must abide by the regulations adopted by the Board.
- 4) Rental rates, where applicable, will be as provided in the schedule adopted by the Board.
- 5) Groups renting the Theatre will be responsible for any taxes, permits, etc., required.
- 6) Groups from outside the School District will be required to pay the full rental fee in advance.
- 7) An employee of the Board must be present during the use of the facility. If the use of the Theatre extends beyond 10:00 pm Monday to Friday, beyond ½ hour before the employee's normal shift ends, or on a non-instructional day the renting organization will be billed for the Custodian's time at overtime rates. Facility keys will not be distributed to renting groups under any circumstances.
- 8) When Theatre usage is required on the weekend, one week's notice is required. In addition to the regular rental fee the rental group will be billed for the additional employee required in the facility at overtime rates.
- 9) Renting groups must have an adult approved by the Board supervising the activity or function.
- 10) Use of school equipment is not included in the rental fee and may be used only with the written permission of the Principal of the School. Use of Theatre equipment and grand piano must be arranged with the Auditorium Facility Operator.
- 11) Permission of the Principal is required before any advertising can be displayed or affixed to any part of the school.
- 12) Use of the facilities is limited to the time shown on the agreement.
- 13) Renting groups are responsible for placing ushers or supervisors to prevent unauthorized persons from wandering through the school. No persons are permitted in any part of the building other than the area rented.
- 14) Exits and hallways must be kept free of obstructions in accordance with fire regulations.
- 15) Properties necessary for the function may be placed in the school on the day of the function by special arrangement with the Auditorium Facility Operator.
- 16) Permission of the Auditorium Facility Operator is required before connecting any additional electrical equipment.
- 17) Pinning, tacking, nailing or any other acts that may cause damage to school district property are strictly prohibited.
- 18) All broken and damaged equipment or property will be the responsibility of the renting group and must be repaired to the satisfaction of the Board.
- 19) Smoking will not be permitted on school property.
- 20) Alcoholic beverages will not be permitted on school property.
- 21) No food will be permitted in the Theatre

**Please note:** In the absence of the Auditorium Facility Operator or a designated member of the teacher staff the Custodian in charge will be in charge of the Theatre

## **Grand Piano Regulations**

It will be the responsibility of the renting organization to specify details for the piano.

The rentee understands and agrees that this agreement may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation there would be no claim or right to damages, or reimbursement of any loss, damages or expense whatsoever.

Individuals or groups renting the piano other than for school district functions must complete and sign a rental agreement acknowledging that they have read and understood the following regulations concerning handling and use of the piano:

- 1) First priority for use of grand piano during school hours (7:00 am – 5:00 pm) will be to the Board. First priority for use of piano after school hours will be to the Creston Concert Society. Second priority will be given to other qualified individuals/groups/organizations on a first come basis.
- 2) Only responsible persons who have completed a training session on handling the piano will be assigned to supervise moving and set-up of the piano.
- 3) A minimum of two (preferably three) adult persons (not students) will be used to move the piano.
- 4) Protective clothing will be provided and must be used at all times when moving the piano.
- 5) The piano will remain covered while being moved to and from storage area.
- 6) The piano will be placed in the allocated, locked storage area after each rehearsal and/or performance. If the piano is to be used by the same renter later in the day (other than school days) it may be left on the stage until the last performance of the day, provided it is covered with the cover provided.
- 7) No modifications to the piano will be permitted.
- 8) No attachments to the piano will be permitted.
- 9) Absolutely nothing but music and designated lamp must be set on piano.
- 10) The grand piano will not be moved from stage level.
- 11) Tunings: Individuals or groups requiring any special tunings over and above regular arrangements provided by the Board will be charged directly for these costs. This will include any costs required to have the piano returned to the original tuning. Only the qualified technician approved by the Board will be permitted to tune or make tuning changes.
- 12) Rental and Rates: Rental of the grand piano is the responsibility of the Board and regulations and rates will be determined by the committee of Board and Concert Society representatives based on tuning and maintenance costs each year.