



RENTAL INFORMATION FORM

General Manager, Performing Arts Centre at CapU
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Organization Name:

Organization Address:

Contact Name:

Business Phone:

Contact Email:

Cell Phone:

EVENT INFORMATION

Name of event:

Event date(s):

Event start time(s):

Doors open time:

Intermission: Y ☐ N ☐ Intermission start time:

Intermission length:

Estimated length of show (including intermission):

Any age restrictions for admission?

Anticipated attendance:

Brief description of event:

Website for further event information:

TICKETING INFORMATION

Type of ticketing for your event:

Ticketed ☐ Free Admission ☐ By Donation ☐ Other ☐

Type of seating for your event:

General Admission ☐ Reserved Seating ☐ please contact our box office for the most updated seating map

Ticket Price(s):

Tickets may be purchased:

In Advance ☐ At Door ☐ Both ☐

Telephone # for advance ticket sales:

Website for online ticket sales:

In person sales? Location & address:

HOUSE INFORMATION

If it is General Admission, do you require seating reserved for the following?

Media ☐ #: VIP ☐ #: Other Requests:

Are you aware of anyone needing accessible seating? If so, how many?

Would you like us to seat latecomers? Y ☐ N ☐

Through back door? (enters at back of theatre) ☐ Through front door? (enters in front of stage) ☐

Are there further instructions/requests for latecomer seating?

Is video or audio recording by the audience allowed during your event? Y ☐ N ☐

Is non-flash photography allowed? Y ☐ N ☐

Will you be using any of the following in the House during the event?

Photographer Y ☐ N ☐ Videographer Y ☐ N ☐ Audio equipment Y ☐ N ☐

Do you have any equipment/stage set up that would obstruct patron seats? Y ☐ N ☐

*Any seats obstructed, used for equipment, or photographer/videographer must be removed from your sellable ticket inventory.

*Please liaise with on-site technician on location and details of placement.

LOBBY INFORMATION

Would you like to request the use of the lobby for a special function/reception? Y ☐ N ☐

If YES: Pre-show? ☐ Post-show? ☐

Are you requesting special set-up in the lobby? Are you bringing programs?

Banners / Posters? ☐ Displays? ☐ Tables? ☐ Chairs? ☐ Programs? ☐

*Only green painters tape is permitted on lobby walls. Please liaise with Front of House Manager to arrange set up. Please note, we do not provide table linens.

Will you be selling any merchandise? Y ☐ N ☐

If YES please indicate item(s):

*CapU Centre for the Performing Arts receives 10% of all merchandise sales.

*Reconciliation must be done in cash on the night of your event. Please provide your own float and bring adequate change.

FOOD SERVICES INFORMATION

- Concession service is subject to staffing availability and not guaranteed. We will do our best to provide service for your event.
- No concession services will be provided for events that do not have an intermission.
- Alcohol is not permitted to be sold or served by anyone other than Centre staff.

Outside food and drink are not permitted for any events.

- Should you require on-site catering, Chartwells is Capilano University's food services provider and have the first right of refusal for catering all events on campus at which food is served.
- You may submit your request to capilanou.catering@compass-canada.com including the date, number of people, and the types of food you are planning to provide. It is advisable to mention if you are a not-for-profit or community group and that your event is taking place at the Capilano University Centre for the Performing Arts.
- Chartwells will decide on a case-by-case basis whether they wish to cater the event or not. If they choose not to, you may bring in your own food at the discretion and approval of the General Manager if provided with at least 4-weeks notice.

VOLUNTEER INFORMATION

- You must have a minimum of 4 volunteers serving as ushers inside the theatre during the event.
- Volunteer ushers are seated in assigned seats and must be available for the duration of the event to seat and re-seat audience members safely.
- Volunteers may not perform multiple roles—they cannot go backstage or assist on stage—they must be prepared to work as an usher for the entire performance.
- In the case of an emergency, volunteer ushers are also required to assist Centre staff in the safe evacuation of audience members. Emergency evacuation procedures will be reviewed by the Front of House Manager with your volunteers on the day of your event.
- A MANDATORY briefing on roles and responsibilities for volunteer ushers will take place one hour prior to the start of your event.

How many volunteers do you have scheduled for your event?

TECHNICAL INFORMATION

Please provide the following preliminary information. The Technical Supervisor will contact you to review all technical requests. Staffing levels for your event are determined by the Technical Supervisor and General Manager and based on event requirements.

Performing Arts Centre staff schedule and guidelines:

- Prior to accessing the stage technicians will be scheduled 30-60 minutes in advance to have time to set-up equipment, unlock rooms, and prepare the venue and stage.
- As per our collective agreement, after 5 hours, a 30-minute break must occur. Clients must CLEAR/EXIT the stage and theatre or incur a meal break penalty.
- Following your event, the technical staff will perform a venue check with a representative from your organization to ensure dressing rooms and any additional spaces utilized are left in acceptable condition.
- The technicians call time ends after this check has been performed, all equipment has been put away securely, and stage and theatre have been cleared.
- Overtime rate for all Centre staff begins after 7 hours.

What time would you like access to the stage to set-up?

Will your event require an on-stage rehearsal/sound check? Y ☐ N ☐

If YES please indicate date(s), start time and length of time requested.

Do you require any additional classrooms?* Y ☐ N ☐ If YES how many and on which dates(s) & times?

*Classroom fees are variable and subject to availability.

Are you requesting use of our rehearsal hall?* Y ☐ N ☐

If YES which dates/times are you requesting?

*Our rehearsal hall has a \$125.00 room charge and is subject to availability.

*Absolutely NO food or drink permitted in the rehearsal hall. Extra charges will apply for any additional cleaning, above and beyond standard usage. All makeup and other cosmetic stage effects should be applied in the dressing rooms and NOT in the rehearsal hall.

Do you require use of our piano? Y ☐ N ☐

Do you need the piano tuned? Y ☐ N ☐

Piano rental fee is \$100.00. Piano tuning fee is \$300.00.

STAGE REQUIREMENTS

Please describe your stage setup and any equipment, scenery, instruments, or other such equipment that will be used on stage for your event. If you have a floor plan of your setup, please attach it.

FLYING AND RIGGING REQUIREMENTS

Will your event require any scenery, banners, screens, etc. to be flown or suspended above the stage or audience areas?

*Any flown or suspended items must comply with appropriate WCB and OHS regulations. It is the responsibility of the client to ensure that such items are constructed to meet these standards and to provide appropriate hardware as required.

LIGHTING REQUIREMENTS

Please describe your lighting requirements for the event.

AUDIO REQUIREMENTS

Will your event require the use of the theatre sound system? If so, please list all instruments, vocals, playback devices, or other equipment that will need to be patched into the house system.

VIDEO OR A/V REQUIREMENTS

Will your event be using any cameras, projectors, DVDs or other such media?

Would you like us to livestream your performance or provide an unedited copy to you?

Yes No Additional Technician required.

SAFETY PROCEDURES & SPECIAL EFFECTS WARNINGS

Strobe Lights Fog Machine Hazer Dry Ice Other

Any other special effects/warnings that we should be aware of?

OTHER NOTES