

Oshawa Little Theatre Rental Terms & Conditions

Rental Costs:

Basic rental - \$1,050 per day

- Theatre Full Stage or Front Stage
- Auditorium
- Backstage
- Change rooms
- Makeup room
- Rehearsal hall
- Workshop area (for access and general assembly purposes only)
- Includes one Lighting Technician for up to 7 hours (only OLT members are allowed to operate OLT equipment)
- Includes one Custodian
- A "day" comprises not more than 10 consecutive hours starting no earlier than 08:00 a.m. Additional hours are \$150.00 per hour

Rehearsal Hall - \$225 per day

- Up to 20 tables
- Up to 125 chairs
- Use of overhead projector and screen
- Includes access to main washroom facilities

Additional Options:

- The Kitchen and Orchestra Pit are not included in standard rentals. Additional charges for their use will be quoted depending upon the nature of the rental.
- The Green Room and all 2nd floor facilities are not available for rental and are off limits at all times.
- The Box Office and ushers are available for rental. Rates are negotiable.
- OLT has a licensed cash bar which can be made available depending upon the type of function. Bartenders will be provided by OLT and all proceeds from the bar will be retained by OLT.

Deposit and Payment

Basic Rental

- A cheque in the amount of \$250.00, current dated for your deposit.
- A cheque postdated to the first rental day, for the full balance of your rental/
- A cheque postdated to the first rental day in the amount of \$300.00 and which represents a damage deposit. This amount will be returned to you within 3 business days after the last rental day if there is no damage or if there is no abnormal cleaning requirements as a result of your rental.

Rehearsal Hall

- For single-day rentals, full payment is required 1 week prior to the rental date.
- For multiple rentals, payments are due on a monthly basis, in full within 30 days following the last day's rental.

Cancellations:

For Basic Rentals, In the event of a cancellation, deposits will be returned providing we are notified of the cancellation at least four (4) weeks prior to the first rental date. In the event of a multiple-day rental, once the rental is underway, full payment is required even if you decide not to use all of the contracted days.

For Rehearsal Hall single day rentals, cancellations within 1 week of the rental date will result in a forfeit of deposit.

For Rehearsal Hall multiple day rentals, there will be no charge for cancellations providing notification is provided 2 weeks prior to the first day's rental of the multiple-day rental. Failure to provide 2 weeks notice of cancellation will result in a \$50 per day charge.

Sub-contracting:

Sub-contracting of OLT facilities is not allowed under any circumstances.

Catering:

We do not provide any food services although the kitchen may be reserved for use as part of your rental. Quotes will be provided once details of your requirements are known.

Conditions of Rental:

1. The Theatre and all facilities must be left as you find them
2. Items belonging to OLT and not specifically included in the terms of the Rental Agreement are not to be used or removed.
3. There is absolutely no smoking allowed anywhere on OLT premises.
4. Absolutely no food or drink (other than bottled water) may be consumed on the premises except in the Rehearsal Hall (but only if this requirement has been specifically mentioned in the Rental Agreement).
5. There is to be no changing anywhere on the premises other than in the Change Rooms in the basement. Street clothes are not to be left anywhere other than in the Change Rooms.
6. OLT accepts no responsibility for loss or damage to personal property.
7. You may not adjust any curtains, drops, teasers, lights or sound equipment except with permission and supervision of an on-site OLT representative. Any approved adjustment must be replaced to its original situation at the end of the event.
8. You may bring and use your own sound equipment although it must be situated on the stage or in the backstage area. You are not allowed to set up tables for sound equipment in the main entrance gangway of the auditorium.
9. The renter is deemed to be responsible for the behaviour of everyone using the facility during your event and will ensure they respect all rental conditions.
10. You are responsible for your own security. The OLT Custodian cannot be responsible for loss or damage to your property nor for the personal safety of your party or your guests.

11. While OLT strives to ensure that the facility and all its equipment is in good condition and is regularly maintained, problems can occur which are of sufficient severity as to justify a cancellation of a rental. An example might be a failure of the heating system or damage to the roof. In situations of this nature, OLT, in consultation with the renter, may have to cancel the event and may not be able to offer a suitable alternative date. While all payments received will be returned to the renter, OLT cannot be held responsible for any financial losses to the renter as a result of the cancellation.

Insurance:

It is strongly recommended that you take out liability insurance to cover your event. OLT has its own liability coverage, however if anything were to happen during your rental that results in an insurance claim, the theatre's insurance company may sue you, the renter, to recover losses.

I have read, understand and accept the Terms and Conditions of my Rental Agreement with Oshawa Little Theatre.

Name (print):

Signature:

Date: