

The Performing Arts Theatre of Hinton

RENTAL/EVENTS APPLICATION FORM



THE PERFORMING ARTS THEATRE OF HINTON (THE PATH) FACILITY RENTAL

821 Switzer Dr. Hinton, AB - T7V 1V1

Phone: 780-223-2787 E-mail: info@pathinton.ca

www.pathinton.ca

BOOKING & CONTACT INFORMATION

Organization Name <i>(if applicable)</i>			
Contact Name		Phone #	
Email Address		Mobile #	
Address Line 1			
Address Line 2			
City / Province		Postal Code	
<i>All events are required to have a designated Event Manager as a primary contact for bookings</i>			
Event Manager Name			
Event Manager Phone #		Event Email	

RATE CLASSIFICATION

- Commercial / Private Non-Profit Organization

If registered Non-Profit, please provide registration # _____

SPACES REQUIRED

- | | | | |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Main Stage | <input type="checkbox"/> Back Stage/Loading |
| <input type="checkbox"/> Dressing Room A | <input type="checkbox"/> Dressing Room B | <input type="checkbox"/> Green Room | <input type="checkbox"/> Light/Sound Booth |
| <input type="checkbox"/> Box Office | <input type="checkbox"/> Concession | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other: _____ |

FACILITY EQUIPMENT REQUIRED

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Piano | <input type="checkbox"/> Stage Risers | <input type="checkbox"/> Storage | <input type="checkbox"/> Auditorium Seating |
| <input type="checkbox"/> Table(s) # _____ | <input type="checkbox"/> Chair(s) # _____ | <input type="checkbox"/> Sound/Light Boards | <input type="checkbox"/> Easels |
| <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Podium | <input type="checkbox"/> Comm. Headset(s) | <input type="checkbox"/> Other: _____ |

RENTAL EQUIPMENT REQUIRED

- Microphone(s) # ____ Mic. Pack(s) # ____ Other: _____ Other: _____

If unsure, please contact the facility for recommendations

EVENT DETAILS

Single-Day Booking Request		Multi-Day Booking Request						
<input type="checkbox"/> Event Day (Public/Ticketed)	<input type="checkbox"/> Non-Event Day (Private/Rehersal)	Day 1	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
		Day 2	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
		Day 3	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
Occupancy Start Time	Occupancy End Time	Day 4	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
: _____ am pm	: _____ am pm	Day 5	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
Event Start Time	Event End Time	Day 6	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
: _____ am pm	: _____ am pm	Day 7	DD / MMM / YYYY				Public <input type="checkbox"/>	Private <input type="checkbox"/>
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
		Occupancy Start Time	:	:	:	:	:	:
		Occupancy End Time	:	:	:	:	:	:
		Event Start Time	:	:	:	:	:	:
		Event End Time	:	:	:	:	:	:
Special Requests / Requirements _____ _____ _____		For events exceeding 7 days, please contact the facility for a customized form						

Serving Food / Beverage? Yes No
 Serving Alcohol / Liquor? Yes No
 Estimated Number of Event Staff # _____

Note: Kitchen facility not for commercial use

Note: AGLC licenses required in advance of event

Estimated Number of Attendees # _____

Please be advised in instances where renters do not operate the Concession area, the facility may provide one free of cost. In this instance, all food / beverage sales will go to the facility. Liquor Service is available for Live Performances (minors allowed)

Please Note: You are renting 'space' only. Equipment is not guaranteed with your booking. Tables and/or chairs may be arranged for upon contract confirmation. Auxiliary equipment (i.e. audio, video, electrical, etc.) may be rented at an additional cost. Please refer any inquiries to Facility Manager.

NOT FOR PROFIT GROUPS ONLY

I, _____ hereby certify the organization is a not for profit. *Proof of status must be provided at the time contract is signed.*

Group Name: _____

Signature: _____

I ACKNOWLEDGE THAT THIS IS ONLY A REQUEST AND THAT NOTHING WILL BE CONFIRMED UNTIL ALL APPLICABLE FEES ARE PAID IN ADVANCE OF USAGE AND A CONTRACT IS SIGNED.

Name (Please Print): _____ Signature: _____ Date: _____

OFFICE USE ONLY

Application Received on:

Application Received by:

Application Approved: Yes No

Contract Sent to Event Manager: Yes No

The Performing Arts Theatre of Hinton

FACILITY AND EQUIPMENT RENTALS



THE PERFORMING ARTS THEATRE OF HINTON (THE PATH) RATES

Basic Facility Rental Rates	<i>Commercial / Private</i>	<i>Non-Profit</i>
Event Day (Public / Ticketed Event)	\$350 (8 Hours)	\$240 (8 Hours)
Non-Event Day (Rehearsal / Private Event)	\$200 (8 Hours)	\$120 (8 Hours)
Hourly Rate (Available after 8 hours)	\$50 (per hour)	\$30 (per hour)
High Volume Rate (Available after 100 bookings/annum)	n/a	\$200 (8 Hours)
Weekly Bookings (Available Mon-Fri from 9am- 5pm)	\$600 (Youth only)	\$600
Lobby only (Hourly Rate Available after 3 hours)	\$125	\$75

Further Information Of Rental Rates Available Upon Request

Auxiliary Equipment (must be booked in advance)	
VCR/DVD/BluRay \$5.00 (Full Day Rental)	Microphone \$1.00 ea (Full Day Rental)
Video Game System \$5.00 (Full Day Rental)	Mic.pack + headset \$1.00 ea (Full Day Rental)

Rental Fees (charged to bookings after the event date)	
Clean Up Charges \$25.00 (per hour)	SOCAN Fees (Dependent on Event type)
Technician (Light/Sound) \$40.00 (Hourly)	Technician \$30.00 (Hourly Non-Profit)
Box Office/Concession Staff \$20.00 (Hourly)	Stage Hand/Event Staff \$20.00 (Hourly)
Liquor License Admin Fee \$10 (Per Event)	Liquor Staff (ProServe/ProTect) \$25.00 (Hourly)

The Performing Arts Theatre of Hinton is operated by: The Home for Fine Arts Society of Hinton (ASH). ASH reserves the right to cancel any facility rental; either prior to or during such rental and/or order all persons out of or off the premises due to operational concerns, emergency, or failure of the Renter to comply with the rental terms. ASH is not responsible for any damages sustained by the Renter as a result of the cancellation.

Deposit due at confirmation of booking 25% remaining balance due 48 hours prior to your event. Overdue accounts may result in loss of booking privileges immediately.

All renters are responsible to have current insurance. It is the responsibility of the renter to provide a copy of their insurance to ASH along with their application. For insurance reasons, renters are not permitted to enter or be in the building without their appointed Event Manager(s). Renters will not gain access into the building until their appropriate manager(s) arrive. Renters are to be in the designated areas only.

Occupancy times must allot for; set-up, tear down, and cleanup. Additional fees will be charged to renters who leave the facility in an altered state. All rates and fees are subject to applicable taxes.