



# BOOKING Request Form

Please return the completed and signed form to:

Jonathan Hanna  
 613-342-8772 x. 6003  
[bacbookings@brockville.com](mailto:bacbookings@brockville.com)

235 King St. W  
 Brockville, ON K6V 7A5  
[www.brockvilleartscentre.com](http://www.brockvilleartscentre.com)

## CLIENT INFORMATION

Name of company or applicant:

Commercial Enterprise  Registered charity or Non-profit (must provide proof)

Representative/contact Person (has the authority to bind organization):

Street:

Town/City:

Postal/Zip Code:

Phone:

Email:

## EVENT INFORMATION

Briefly describe your event:

Number of performances:

Approx. running time of event:

Number of performers:

Public Event  Private Event

Date(s) requested	Setup/Rehearsal or Performance	Requested Time			Total Hours	Comments
			to			
			to			
			to			
			to			
			to			

Do you have an Entandem account?



## TECHNICAL QUESTIONNAIRE

Technical Contact:

Phone:

Email:

**Please provide us with the following details about your event to assist us with determining your infrastructure and staffing requirements. Please be as descriptive as possible so we can best tailor our services to your requirements. If you have a stage plot, input list or a sketch of your stage arrangement, please attach them to this questionnaire.**

## STAGING

Does your event require any of the following:

- Tables (Quantity:        )     Chairs (Quantity:        )     Podium
- Flown Set Pieces (draperies, screens etc.)
- Risers (list dimensions below)     Grand Piano (tuning fees apply)
- Event is touring with crew/staff to assist on stage during performance/setup.

Please provide additional staging information and details for items you have indicated above:

## AUDIO

Does your event require any of the following:

- Microphones     Extra Speakers (or Monitors)
- CD Player     Audio Playback computer (conditions apply)
- Event is bringing additional audio equipment (iPod,Phone etc. list below).
- Event is touring with Audio Tech to operate show.
- Event Requires BAC Audio Tech to operate show.



Please provide additional audio information here:

## LIGHTING

Please select the options below that apply to your event:

- Event Requires General Stage Lighting (Simple wash)
- Event Specialized Stage Lighting (Client to provide all paperwork)
- Event Specialized Stage Lighting (BAC to design to client specifications)
- Lighting Pre-hang prior to event requested (where possible, fees apply)
- Event is touring with Lighting Tech to operate show
- Event Requires BAC Lighting Tech to operate show
- Event requires follow spot.
- Event requires BAC Hazer
- Event requires BAC Fogger(s)
- Event is bringing additional Lighting equipment (list below).

Please provide additional lighting information here:

## PROJECTION

Does your event make use of projection?  Yes  No

- Client Projector  BAC Balcony Rail Projector
- Client will provide computer to drive projector.
- BAC provided computer.



Which surface/screen will you be projecting on?

- Main screen (at proscenium)       Mid Screen (approx. 14' back from proscenium)
- Cyclorama at rear of stage.
- Event provides Projection operator.
- Event Requires BAC Projection operator.

## OTHER MISCELLANEOUS

Please check all that apply to your event.

- Haze/Fog     Strobe lighting     Lasers or similar effects
- Pyrotechnics or similar devices (spark/smoke generators etc.)
- Live Animals
- Other effects (Please list below, under no circumstances will open flame or cigarettes, real/electronic, be permitted.)

Please provide additional information here:



## OTHER INFORMATION

It is important to be aware that this is a **request** to book the Brockville Arts Centre (BAC) and is subject to review by the staff at the BAC. Availability of date(s) and type of event must be considered along with the Employment Standard Act and Municipal Regulations.

**Holds/Deposit:** The BAC will hold up to 3 dates per event. Upon confirmation of receipt of the Booking Request Form, the BAC will hold the date(s) for 30 days at which time a deposit of 50% of the rental rate is required within 3 business days. A client will have 3 business days to submit a deposit of 50% of the rental rate if the date is challenged within the 30-day time period. The deposit is non-refundable.

Each rental client must provide a Certificate of Insurance that states the date of the event, at least \$5 million of Liability coverage and show City of Brockville as an Additional Insured.

Entandem (SOCAN and Re:Sound) tariffs will be submitted by the client.

Advertising for the event may not begin until client has signed and returned the rental contract to the BAC.

The BAC Box Office ticketing services must be used for all events at the BAC. The BAC box office has a no refund policy.

A contract will be prepared by the BAC, based on information provided, outlining booked dates/times and an estimate of the costs. At that time, a further financial commitment will be required and determined by the type of booking.

The BAC respects the rights of its Rental Clients/ Promoters/ Producers and Artists to stage and market their productions without censorship or restrictions, providing that the Rental Client adheres to all Municipal By-Laws, Provincial and Federal statutes. **However, where a production may be considered controversial:**

- All Rental Clients must provide the theatre with a detailed description and synopsis of all productions so that patrons can be properly informed.
- All Rental Clients must place appropriate warning notices in any Series brochure or media advertisements. The content of the warning notice must be approved in advance by the theatre.
- Notices must be posted in the lobby and the program when productions contain nudity, violence, or coarse language, or when the subject matter may be considered sensitive.
- The theatre may elect to place additional notices as deemed appropriate. All notices will be at the cost of the rental client.

**Settlement** The final settlement will be issued by the City of Brockville no later than 30 days after the date of your event.

I acknowledge that I have read, understand and accept the terms listed on this agreement. I have read, understand and accept the terms listed on Appendix A (BAC Policies and Procedures)

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Signature of Applicant

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Date



## APPENDIX A

### **Brockville Arts Centre (BAC) POLICIES AND PROCEDURES**

- a) All cast and crew are asked to enter and exit through the stage door east side of building at load bay OR via the dressing room door on the west side of the building in the alley.
- b) Both entry doors will be locked 15 minutes prior to the start of the performance. Alternatively, clients may post security personnel a door to control access.
- c) Smoking/vaping is not permitted anywhere on the premises.
- d) Alcoholic beverages are not permitted in the dressing rooms or on stage.
- e) Food and beverages are not permitted on stage or in the auditorium. Water is allowed.
- f) Additional technical staff may be arranged through the production office with 2 weeks prior notice. Please note: The BAC may determine that additional staff are necessary based on your event requirements.
- g) The fire curtain line must be able to be cleared within three minutes at any time during the booking.
- h) Any production planning to use pyrotechnics or similar devices must contact the production office a minimum of 4 weeks prior to the load in of the production. The Authority Having Jurisdiction in Brockville is the Brockville Fire Department.
- i) The Brockville Arts Centre reserves the right to cancel any effect (pyrotechnic or otherwise) if it is deemed to be of danger to participants, patrons, or staff.
- j) All touring crew and stagehands are required to wear safety foot ware on stage and in the loading areas during all load ins, set ups and strikes. Other PPE, as necessary, may be issued by the Supervisor on duty.
- k) Only personnel authorized by the Technical Supervisor are permitted to operate BAC equipment. This includes the fly system, Lighting, and sound equipment.
- l) Nailing, screwing, or stapling to the stage floor is prohibited.
- m) The auditorium must be completely cleared of all personnel 30 minutes prior to a performance. The Technical Supervisor (or Designate) will act as liaison with the House Manager to open the house and will be notified by the House Manager when the house is in.
- n) In order to arrange piano tuning we require four weeks' notice if you intend to use one of our pianos.
- o) Any production that requires the use of auxiliary power must contact the technical department at least 3 weeks prior to the load in so that an electrician can be scheduled.



- p) Any production planning to fly any scenic elements must provide details to the production office at least 4 weeks prior to the load in.
- q) All belongings, set pieces and equipment must be removed at the end of the booking unless cleared with the technical department 1 week in advance. Additional cost may be incurred.
- r) The BAC will not fly performers in the theatre. If you are considering flying performers, contact the theatre immediately.
- s) Persons needing wheelchair access to the stage should contact the theatre in advance of booking the theatre.