

Thank you for your interest in the Thousand Islands Playhouse (TIP).

Your first step in booking one of the theatres is to contact our **TIP Rental Representative** (see below) to check availability of dates. Bookings are on a first come, first serve basis. The date is then "held" for you and the booking information collected (Show / Renter Information Form).

After reviewing your Show / Renter Information Form, our **Production Department** will contact you to formalize the technical details of your event including the lighting, sound, audio/video and general staging requirements. Together, you will go over the schedule and finalize the set up, run and take down times, and determine the number of staff (or your volunteers, where appropriate) required for a successful event. This information is then finalized and a contract is drawn up.

Your contract will include any additional hours required by our staff to prepare for your event prior to your arrival, and any clean up remaining after your departure. At the time of contracting a 50% deposit may be required to hold your date(s) and full payment will be required upon invoicing by TIP after your event. Your contract is adjusted to reflect the actual hours; any additional technician hours are invoiced to you.

If the event is cancelled and notice given up to 14 days in advance of the 1st day of the rental, the deposit (if applicable) is refundable. An administration fee may apply.

The rental begins with the setup and ends when the theatre is restored or when the group has left, whichever is longer.

The renter or adult representative shall be at the theatre during your event and shall be responsible for the activities in the theatre.

You must provide proof of insurance coverage.

The theatre is not responsible for lost or stolen property, property damage or injuries during the activities authorized by this agreement. Persons using TIP buildings, grounds or equipment do so at their own risk.

The renter is responsible for damage to any part of the facility or equipment during the event.

Only qualified technicians are allowed to do electrical work onstage such as the use of lighting equipment, practical lights, bells or other effects and wiring for audio applications.

The stage rigging, drapes or cyc are not to be touched without the direct supervision of the Production Coordinator or House Technician.

A TIP staff person must be on-site at all times during the Renter's use of facility.

Piano tuning and catering setup must happen during the rental period. Deliveries and pickups outside of rental hours may be scheduled with TIP Administration and where possible, will be accommodated.

The renter is responsible to pay directly all copyright fees, SOCAN fees, royalties and licenses where applicable.

All provincial liquor laws are in effect when serving alcoholic beverages.

All Thousand Islands Playhouse buildings and facilities are smoke free.

TIP Rental Representative:

Susie Allan

613-382-7086 (Monday to Friday, 9:30 AM to 5:00 PM)

susie@1000islandsplayhouse.com