ALUMNAE THEATRE RENTALS
FREQUENTLY ASKED QUESTIONS

GENERAL
What are the rental rates?
1. The Main Stage costs $330 per day or $1,650 for each seven-day rental period.
2. The Studio costs $200/day or $1,000 for each seven-day rental period.
3. The damage deposit is $500 for the Main Stage and $250 for the Studio.
4. For every hour that a rental company is in the building, an Alumnae building supervisor must be present. This costs an additional $20 per hour. Please note that the minimum call for a building supervisor is four hours per day.

What are the seating capacities?
The Main Stage seats 140, including four wheelchair spaces (see Box Office below for details). The Studio seats up to 80.

What are the stage dimensions?
Main Stage: 32.5 feet wide, 28 feet deep, and 16'2" high (to the grid)
Studio: 25' wide and 20' deep

Does Alumnae provide any technical crew?
No, renters must provide all their own technical crew. The building supervisor is on site to do just that — supervise — and to provide guidance to renters in using the building safely and within Alumnae’s parameters.

RENTAL PROCESS
How do I find out if the dates I want are available?
Send an e-mail to rentals@alumnaetheatre.com indicating which space you are interested in renting (Main Stage or Studio) and which dates you have in mind. If the dates are available, a hold will be put on the space for you. This means that you will have right of first refusal, should someone else express interest in the space on your dates before the contract is signed and the deposit received.

Is there any other information I need to provide for the contract?
Before the contract can be prepared, you will be asked to provide a draft of your production schedule so that an estimate of the cost of the building supervisor’s time can be included in the contract.

Do I need to provide a deposit?
Yes. The deposit equals half of the rental fee plus half of the cost of the building supervisor’s time plus all of the damage deposit. When the deposit and two signed copies of the contract are received by Alumnae, your rental is confirmed. The contract will be countersigned and one copy returned to you.
When is the balance due?
The balance of your rental fee is due one week before you load in.

What if I don’t use as many production hours as I estimate? What if I use more?
When your rental period is over, the number of production hours estimated will be reconciled with the number of production hours actually used. You will then be charged for any hours used over the estimate or receive a refund for any hours under the estimate.

What is the cancellation policy?
In the event that the TENANT cancels the rental described above, the following shall apply:

- If written notice of cancellation is received four months or more before the first date of the rental, the deposit shall be returned in full.
- If written notice of cancellation is received less than four months but more than two months before the first date of the rental, fifty (50) per cent of the deposit shall be returned.
- If written notice of cancellation is received two months or less before the first date of the rental, the entire deposit shall be non-refundable.

In all cases, the damage deposit shall be returned.

The contract stipulates that renters have to be out by midnight on their last day. If we want to stay past midnight to strike our set (rather than pay an extra day’s rental to strike the next day), is this negotiable?
Yes, this is negotiable with the building supervisor on duty, but must be discussed well in advance of the show’s closing date.

DRESSING ROOMS

What dressing room facilities are provided?
1. **Main Stage**
The Main Stage dressing room is located in the basement. It seats 16 and has fixed mirrors and dressing tables. For larger casts, the adjacent Green Room can be suitably arranged. There is a working shower in this dressing room.

2. **Studio**
The Studio dressing room is located on the second floor in a large rehearsal room called Upper Trinity. Tables, chairs, and some mirrors are provided.

LIGHTING

What is the service capacity in each space?
1. The **Main Stage** has a 200-ampere single-phase lighting service, e.g., 400 amps at 120 volts or 48 kilowatts (balanced load).
   - Strand 48×2400-watt CD-80 solid-state dimmers with Strand 58-channel console
   - 48 dimmers hardwired to 36 circuits on the lighting grid (34 twofer-ed), 8 dimmers (in 4 floor pockets) around the perimeter of the stage, and 4 dimmers on the rail outside the booth windows.
   - dimmer capacity is 2.4 K
   - house lights on separate autotransformer dimmer
   - one non-dimmer circuit in booth.
2. The **Studio** has a 200-ampere lighting service. It is split into two 100-amp disconnects, one on each side of the room. The full 200 amperes is available at the splitter on the east wall.
   - Century 8×2400-watt autotransformer dimmer board with a single mechanical master.

**What type of lighting boards do you use?**
Strand GSX and/or Strand MX

### LIGHTING INVENTORY

<table>
<thead>
<tr>
<th>QTY.</th>
<th>MAKE &amp; DETAILS</th>
<th>LINKS TO DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fresnels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Strand Patt. 45</td>
<td>Strand Archive — Patt.45</td>
</tr>
<tr>
<td>1</td>
<td>6&quot; Strand Patt. 53 with Iris (follow-spot mount can be rented)</td>
<td>Strand Archive — Patt.123</td>
</tr>
<tr>
<td>3</td>
<td>6&quot; (misc.) — lamped at 500 watts</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>6&quot; Altman — lamped at 500 watts</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>6&quot; Strand — lamped at 500 watts to 1000 watts</td>
<td>Strand Archive</td>
</tr>
<tr>
<td>9</td>
<td>8&quot; Strand Patt. 223 — lamped at 1000 watts</td>
<td>Strand Archive — Patt.743/Patt. 223</td>
</tr>
<tr>
<td>5</td>
<td>8&quot; Altman — lamped at 1000 watts</td>
<td></td>
</tr>
<tr>
<td><strong>Lekos</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ETC Source 4 (8 - 36° / 2 - 50°)</td>
<td>ETC Source Four</td>
</tr>
<tr>
<td>2</td>
<td>Strand SL (26°)</td>
<td>Strand SL</td>
</tr>
<tr>
<td>1</td>
<td>4-1/2&quot; x 6-1/2&quot; Altman — lamped at 750 watts</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2 – 6&quot;x12&quot; Altman — lamped at 750 watts</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6&quot; x 9&quot; Altman — lamped at 750 watts</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>6&quot; x 9&quot; Century — lamped at 500 watts</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Altman Baby Zoom</td>
<td>Baby Zoom</td>
</tr>
<tr>
<td>3</td>
<td>Strand Patt. 263 — lamped at 750 watts (plus 3 more out of service)</td>
<td>Strand Archive - Patt.263</td>
</tr>
<tr>
<td>4</td>
<td>Century — lamped at 1000 watts (plus 10 more out of service)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Miscellaneous — lamped at 750 watts</td>
<td></td>
</tr>
<tr>
<td><strong>Scoops</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>14&quot; Altman — lamped at 500 watts</td>
<td></td>
</tr>
<tr>
<td><strong>Parcans</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PAR 56 — lamped at 500 watts, narrow spot</td>
<td></td>
</tr>
<tr>
<td><strong>Cyclorama / Strip Lights</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Strand — three-colour — lamped at 500 watts</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Strip light sections (approximately 12’ long)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 3 circuits x 6 bulbs each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ lamped at 150 watts (flood)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ load = 900 watts/circuit/strip</td>
<td></td>
</tr>
<tr>
<td><strong>Follow Spot</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Altman — lamped at 1500-watt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ comes with colour boom and Iris</td>
<td>Altman Spot</td>
</tr>
</tbody>
</table>
Are lights included in the rental fee? Yes, lights are included in the rental, provided you’re using basic lights. You would have to rent anything remarkable. When both spaces are in use, the lighting inventory must be shared between the two spaces.

The Alumnae rental contract requires renters to provide a lighting plot. Do you have a grid plan or blueprint for the Main Stage and the Studio lighting to base it on? Yes. Contact Angus Barlow (angusjmbarlow@hotmail.com) for your own copy of the grid plans for the Main Stage and Studio.

Can you e-mail me a CAD of the lighting grids? No, Alumnae does not have these at present. They exist only on paper.

Do you have a house plot for the lights? No.

At the end of the run, are renters responsible for clearing the grid, removing any specials we use, and putting the lights back in storage? Yes. You must strike all lights, cables, etc. (except house lights and cyclorama lights).

SOUND
What sound equipment does the theatre have?
- **Main Stage** auditorium: stereo sound in the run by a Soundcraft 16-channel console.
- **Studio**: basic stereo sound with CD and/or laptop capabilities.

Can the system use QLab or another system to play sound? Whatever program you use will be fine.

OTHER EQUIPMENT
Does the theatre have a projector? If so, what does it cost to rent? Yes, we have a projector, which you may rent for $10 a day.

Does the theatre have a piano that we could use for our show? There is no piano for the Main Stage. There is an old upright piano in the stage-right wing of the Studio; renters would be responsible for having it tuned and, if necessary, moved. Moving the piano to the Main Stage would be prohibitively expensive. So for both spaces, it is probably simpler to bring in an electric keyboard.

ACCESSIBILITY
Access to the Main Stage for people who are in wheelchairs or have difficulty with stairs is available through the door into the auditorium off the parking lot on the south side of the building. The three public washrooms, which are all on the ground floor, are wheelchair-accessible. Please note that only the Main Stage offers this level of accessibility.

BOX OFFICE / FRONT OF HOUSE
What is available to us regarding the box office? Renters have use of one of the box office windows in the lobby. Both the box office and front of house are to be staffed by the renter’s own people.

Are there signs to help guide patrons into the building? The front door of the theatre (on Berkeley Street) is marked Box Office so that patrons will come
in that way. Once they have come to the box office, or spoken with your front-of-house people, they will be directed to the theatre space in question (Main Stage or Studio). There is some interior signage to guide them as well.

**Note:** The number of seats in the Main Stage auditorium is 140, as long as you have no wheelchair patrons. There are four spaces for patrons in wheelchairs; these spaces are in the front row, two on each side of the fixed seats. If you have no patrons in wheelchairs, six regular stacking chairs can be put in these spaces to accommodate patrons without mobility issues if you want to sell them as regular seats. This means that knowing whether you have patrons with wheelchairs determines how many seats you have to sell for any particular performance. For example:
- if you have four wheelchair patrons at one performance, then you have 134 regular seats to sell (140 minus 6).
- if you have two wheelchair patrons at one performance, then you have 137 regular seats to sell (140 minus 3).

**LIQUOR AND OTHER FOOD & BEVERAGE**

*Are we allowed to sell alcoholic beverages, non-alcoholic beverages, and/or snacks to our patrons?*

You may sell beverages and snacks *only* at the bar in the lobby. To sell alcoholic beverages, you must obtain your own liquor licence and be prepared to show it to the building supervisor on duty. In addition, your bartender(s) must be Smart Serve-trained.

**Is there a refrigerator? Is there a freezer?**

There are two small, lockable bar fridges at the lobby bar and one normal-sized fridge with a freezer in the basement that you may use. Please provide advance notice if you wish to use any of these so that they can be cleared out before you load in. The fridge in the basement is left unplugged when not in use; so you’ll need to plug it in if you wish to use it.

**Is there a stove?**

There is a stove (with oven) in the basement. For safety, it is not operational unless a breaker is connected. Speak to your Rental Supervisor if you wish to use it.

**PARKING**

**Note:** We advise that the parking lot on the south side of the building be used only by cast, crew, and wheelchair patrons.

**What parking is available near the theatre?**

The closest Green P parking lot is at the southeast corner of Richmond and Sherbourne. Pay-and-display street parking is available on some of the neighbouring streets. Check out [http://parking.greenp.com/](http://parking.greenp.com/) for further information on both kinds of parking.

**Note:** Beware of the marked handicapped parking spot on the west side of Berkeley Street in the middle of the block between King and Adelaide; unauthorized vehicles parking there risk incurring a fine exceeding $400.
PROMOTION & TICKET SALES
What signage can we put up outside the theatre to promote our production?
One of the exterior display windows facing Berkeley Street is set aside for renters. You may put a large poster there as of the first day of your rental period. The poster size is 26.5" wide x 41" high.

You can get your poster printed, mounted on foam-core, and laminated by Imperial Graphics for approximately $80 each. Imperial Graphics is located at 30 Eastern Avenue (between Gilead Place and Sackville Street). Contact Charlie DeLuca at 416-691-6019 or at c.deлуca@imperialgraphic.com. Website: www.imperialgraphic.com.

Can we put information about our production on the Alumnae web site?
Contact Chloe Whitehorn at marketing@alumnaetheatre.com and e-mail her your company logo or show poster as you would like them to appear on the Alumnae's web site, as well as the URL for your web page or Facebook event.

Are there any other opportunities for promoting our show?
All productions at Alumnae Theatre, including rentals, are welcome to advertise on the web site of the Corktown Residents and Business Association. (Corktown is the historic district of Toronto where Alumnae Theatre is located.) Go to http://corktown.ca/2013/04/news-events-crba-meeting-gilead-wine-bar-comedy-revue/.

Does Alumnae offer any assistance with our ticket sales?
No, renters are entirely responsible for their own ticket sales. However, we post a list of rentals on the Alumnae web site with a phone number for your patrons to call to buy tickets and a link to your web site.

If you are interested in having T.O. Tix sell your tickets (in addition to your other outlets), please contact Kevin McDonald, T.O. Tix Operations Manager, at kevinm@tapa.ca or at 416-596-8220 Tuesday through Saturday from 11:00 a.m. to 7:00 p.m.