



## PERFORMANCE FACILITIES - School of Arts, Media, Performance and Design

### Schedule B: RENTAL REQUEST

120 Accolade East Building  
 4700 Keele Street  
 Toronto, ON M3J 1P3

E-mail: [perform@yorku.ca](mailto:perform@yorku.ca)  
 Phone: (416) 736-5292  
 FAX: (416) 736-5956

Once completed, please forward this form electronically to the e-mail above.

#### CLIENT INFORMATION

Organization Name:		
Organization Address:		
Telephone:	FAX:	E-mail:
Contact Person Name:		
Address:		
Telephone:	Cellular:	E-mail:
Alternate Contact Person Name:		
Address:		
Telephone:	Cellular:	E-mail:

#### EVENT INFORMATION

Title of the Event:		
Date of event:	Type of event:	Estimated audience size:
Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the event ticketed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the event free? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require catering? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Provide a brief description of your event:		
Event website:		

## BOOKING SCHEDULE DETAILS

Date	Activity	Start Time	End Time
	Access to the venue (when you plan to arrive)		
	Set-up of equipment and staging		
	Rehearsal		
	Meal break (for technical crew and show participants) [1 hour]		
	Show starting time		
	First Act		
	Intermission (minimum of 15 minutes)		
	Second Act		
	Show ending time		
	Vacate time (lights out and locked up)		
	Time to take down and put away equipment		

## TICKETING AND BOX OFFICE INFORMATION

All tickets for all events taking place in the Performance Facilities of York University must be printed and sold through the York University Box Office. Reserved / assigned seating is standard for all performance venues.

TICKET INFORMATION: Title of the Performance as it will appear on the tickets (maximum 40 characters / spaces)

Ticket line #1 as it will appear on the tickets (maximum 40 characters / spaces) e.g. "Presented by:" or "Sponsored by:"

What date would you like your tickets to go on sale? \_\_\_\_\_

*(This date must be confirmed by the Front of House Services Coordinator for Performance Facilities.)*

## TICKET PRICING\*

Regular price: \$	Student price: \$	Seniors price: \$
Will you offer any discounts? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you plan to utilize any coupons**? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\*The advertised ticket prices must include applicable HST and the Facility Renewal Fee of \$1.50 per ticket for all tickets over \$5.00

\*\*All discount coupons or vouchers must be submitted to the box office for review prior to distribution.

## SEATING HOLDS

For all events, certain seats will be set aside by the box office prior to the tickets being made available for sale. These seats will include seats reserved for sale to people who require accessible seating (*under the Accessibility Standards for Customer Service, Ontario Regulation 429/07*). Some seats may be blocked off to accommodate things such as camera placement or technical equipment. The box office will retain 6 seats for each performance to enable House Management to resolve seating problems at show time.

Do you wish the Box Office to hold or reserve any special seats for your performance?

Type of Seat	Number of Seats	Details & Seat Location
Producer's House Seats		
Artist Seats		
Adjudicators / Judges		
Other		

## MARKETING & PUBLICITY

How is your event being promoted?

Please provide the Box Office with copies of your marketing materials (brochures, posters, flyers etc) **BEFORE** publication, printing or distribution. This material helps our box office staff answer patron enquiries about you event.

Please ensure that the following information appears on all material:

- The proper name of the venue
- The box office phone number [(416) 736-5888]
- The website address [www.yorku.ca/perform](http://www.yorku.ca/perform) This website allows patrons to purchase tickets on-line and also provides information about the location and parking.

Details regarding box office ticketing policies and charges, are outlined on the final page of this 'Schedule B'.

## AUDIENCE NOTIFICATIONS

### Latecomers at the Performance

When is it appropriate to seat latecomers once your program has begun?

### Cameras and Recording Policy

Are audience members permitted to record all or part of the program?  Yes  No If "Yes", please note acceptable formats.

Still photos with flash?  Yes  No Still photos without flash  Yes  No

Video recording  Yes  No Audio recording  Yes  No

### During the performance, will any of the following be used?

*If "yes", please describe below...*

Special Effect(s):  Yes  No

Performers entering through house?  Yes  No

Content warning for the audience:  Yes  No

Will you be printing a program for distribution during the event?  Yes  No

*If "yes", please ensure that the programs are given to the House Captain at least one hour prior to the opening of the house before the show.*

Detailed Front-of House guidelines are outlined in the final page of this 'Schedule B'.

## LOBBY SET-UP AND SERVICES

Do you require or are you planning any of the following activities in the CIBC lobby?

Lobby Display(s)  Yes  No Details:

Tables and/or chairs set-up  Yes  No Details:

Merchandise sales	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
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For events that are taking place in the Sandra Faire and Ivan Fecan Theatre, the Tribute Communities Recital Hall or the Price Family Cinema, please indicate what services you would like to be provided. Charges apply as noted.

Lobby Cash Bar	This allows guests to purchase refreshments. The cost for the bar staff is billed to the licensee.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lobby Host Bar	All beverages consumed at the event are billed to the licensee as well as the bar staff costs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cash Coat Check	Event guests are charged a fee of \$1.50 per checked item	<input type="checkbox"/> Yes <input type="checkbox"/> No
Host Coat Check	Guests may check items at no charge. Coat check staff costs are billed to the licensee.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### ARCHIVE AND MEDIA RECORDING

Do you plan to record your event / a portion of your event?  Yes  No

If "Yes", who / what company will be making the recording?	
Phone:	Email:
What is the purpose of the recording? <input type="checkbox"/> Archive <input type="checkbox"/> DVD sold for home use <input type="checkbox"/> Other	Do you require an audio feed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Connections available are XLR or ¼" balanced line</i>
Do you require electrical power? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many cameras will be used?

*Please note that camera positions must be pre-arranged and set up at least 1 hour prior to the event starting. Cameras may only be set up in specific areas and may affect the seating available for use and/or sightlines of guests in the audience.*

### CATERING AND BEVERAGE SERVICES / SALES

Do you plan to have any food or beverages at your event?  Yes  No

*Please note that all food and beverage services must be provided by designated York University caterers or vendors. If you plan on having food or beverages at your event, please contact us for details and to help with making these arrangements.*

### TECHNICAL SERVICE REQUIREMENTS

If you have any questions about the technical services or the production aspects of your event, please contact the Coordinator of Technical Services: (416) 736-5254 [victorw@yorku.ca](mailto:victorw@yorku.ca)

Who is your technical contact?

Name:	E-mail:	
Phone:	Cellular:	FAX:

### LIGHTING

What type of lighting do you require for your event?

<input type="checkbox"/> Work lights only	
<input type="checkbox"/> General theatrical 'wash' of lights on the stage area	
<input type="checkbox"/> General theatrical 'wash' of the stage with pre-focused specials	Number of specials required: Position for focus of the specials:
<input type="checkbox"/> House lighting plot with client designed 'looks'	
<input type="checkbox"/> House lighting plot augmented with client supplied equipment	Please indicate what your power and control requirements are.
<input type="checkbox"/> Will be supplying our own lighting plot	Lighting plot must be supplied at least one week in advance.

## ADDITIONAL LIGHTING

Would you like to use any of the following?

<input type="checkbox"/> Automated / moving lights (additional charge applies)	<input type="checkbox"/> Gobos / patterns
<input type="checkbox"/> Practical lights (supplied by the renter)	Please describe any practical you are supplying.

## STAGE EFFECTS

Would you like to use the following?

<input type="checkbox"/> Fog Machine (additional charges apply)	<input type="checkbox"/> Atmospheric Hazer (additional charges apply)
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## AUDIO

Do you require any audio or microphone support / equipment for your event?  Yes  No

Will you require audio playback from a device?  Yes  No If 'Yes', please indicate source device below.

CD <input type="checkbox"/> Yes <input type="checkbox"/> No	DVD <input type="checkbox"/> Yes <input type="checkbox"/> No	Computer <input type="checkbox"/> Yes <input type="checkbox"/> No
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Will you require any wired microphones or direct inputs for your event?  Yes  No

Vocal microphones <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Emcee (MC) microphones <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Podium / lectern microphone <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Choir microphones <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? <span style="float: right;">Size of choir?</span>
Direct Input (DI) boxes? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Instrumental microphone(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Please provide details of what instrumental microphones you require.	

Will you require any wireless microphones for your event?  Yes  No *(Note that additional charges apply)*

Handheld microphones <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Lavaliere (clip on) microphones <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?

Will you require any on-stage monitor speakers for your event?  Yes  No

Monitor speakers <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Location and purpose of monitor speakers:	

Would you like an audio recording made of your event?  Yes  No *(Note that additional charges apply)*

<input type="checkbox"/> Archival recording	<input type="checkbox"/> Multi-channel recording
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## AUDIO VISUAL

Do you require any audio visual equipment for your event?  Yes  No *(Note that additional charges apply)*

LCD video projector <input type="checkbox"/> Yes <input type="checkbox"/> No	
9' X 12' projection screen <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Front projection <input type="checkbox"/> Rear projection
Computer <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PC <input type="checkbox"/> Mac

## STAGING

Please indicate any stage equipment that you would like to use.

Tables <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Small table for Laptop computer <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Stage Right <input type="checkbox"/> Stage Left

Chairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Music Stands	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Musicians Stool	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Conductors Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lectern	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Stage Right <input type="checkbox"/> Center Stage <input type="checkbox"/> Stage Left
4' X 8' platform risers @ 8" high	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
4' X 8' platform risers @ 16" high	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
4' X 8' platform risers @ 14" high	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
4' X 8' platform risers @ 32" high	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Choral risers (3 step)	<input type="checkbox"/> Yes <input type="checkbox"/> No	To accommodate how many choir members?
Dance floor (black)	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Additional charges apply)

Please supply your stage plot at least one week in advance of your event.

**ORCHESTRA PIT** *This pertains only to the use of the Sandra Faire and Ivan Fecan Theatre*

What position would you like the orchestra pit lift in during your event?			
<input type="checkbox"/> Audience level with seating <i>(This is the standard position)</i>	<input type="checkbox"/> Stage level – no seats	<input type="checkbox"/> Audience level – no seats	<input type="checkbox"/> Orchestra pit level

**PIANO**

Do you require the use of a piano for you event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Upright piano	<input type="checkbox"/> 9' Grand piano
Would you like the piano tuned before set-up?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you want the piano tuned before the performance?*	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Additional costs apply for tuning the piano.

**MASKING DRAPERY**

The standard stage width is set at 36 feet. If you wish the stage masking draperies to be set up at a different width, please let us know.

Do you want to use the upstage white cyclorama curtain for your background?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to use the upstage black curtain for your background?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to use the mid-stage black curtain?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**RIGGING AND FLYING**

Are you going to be brining any signs, banners or scenic elements that you wish to have suspended / rigged?  Yes  No  
If "yes", please provide details in the additional notes section below what the item(s) is and where you wish it to be positioned on stage.

**PYROTECHNICS, OPEN FLAME AND WEAPONS**

Please note that there are VERY STRICT regulations regarding the use of pyrotechnics, open flame (including candles) and weapons on stage. If you plan to use any of these items, please check with our office for additional information.

**FLAME PROOFING**

Materials used on stage must be treated with flame retardant and must have the appropriate documentation which certifies that they meet current provincial and local fire regulations.

**ELECTICAL POWER**

If you require an electrical hook-up for any equipment that you will be bringing, please let us know. We will arrange for an electrician to hook up your needs with our company switch or for 'shore power'. Additional charges will apply.

**ADDITIONAL NOTES**

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## BOX OFFICE POLICIES REGARDING TICKETING AND TICKET PRICING

1. York University charges a fee of 5% (plus HST) of the total ticket sales revenue from your event as a fee for the box office services. There is a minimum fee of \$200 (plus HST) that will be paid by the licensee. This fee covers box office services including ticketing set-up, programming and ticket production costs.
  2. Tickets are printed on special thermal ticket stock as they are sold at the box office.
  3. Advertised ticket prices must include applicable HST. The HST is applied to the base ticket price and is applicable to all events taking place in the Performance Facilities of the School of Arts, Media, Performance and Design.
  4. In addition to the HST amount, a Facilities Renewal Fund fee of \$1.50 (plus HST) per ticket is applied to each ticket price at \$5.00 or more. This fee is to be incorporated into the advertised ticket price which is paid by the patron buying the ticket. This renewal fund forms a capital improvement fund that assists with the long term upkeep of the Performance Facilities.
  5. Requests for complimentary tickets and special ticket orders must be provided to the Box Office at least two days prior to the event. These must be submitted in writing in an acceptable format.
  6. Group ticket sales or bulk ticket purchasing must be pre-arranged with the Front-of House Services Coordinator
- You are encouraged to plan ahead. Last minute ticketing requests may not be able to be fulfilled.

## BOX OFFICE SERVICE INFORMATION

1. Tickets for your event can be purchased in a variety of ways:
  - a. **Online** 24 hours a day up until the day of the event
  - b. **By phone** during regular Box Office hours and from 1 to 3 hours prior to the event
  - c. **In person** at the Box Office during regular Box Office hours and 1 to 3 hours prior to the event
2. A service charge of \$2.25 per ticket will be paid by the customer for all tickets purchased by phone or on-line. There is no service charge for tickets purchased in person at the box office.
3. Tickets are non-refundable and non-exchangeable once they are purchased
4. Box Office hours of operations vary. Please contact the Box Office directly at (416) 736-5888 or [boxoffice@yorku.ca](mailto:boxoffice@yorku.ca) for current hours.

## FRONT OF HOUSE GUIDELINES

1. The house doors from the lobby into the seating area will be opened 30 minutes prior to the start of the event.
2. Intermissions should be 15 minutes in duration. Seating of latecomers is determined by the Licensee and will be monitored by the Stage Manager and the House Captain.
3. Cameras or recording devices are not permitted in the auditorium unless permission is given by the Licensee.
4. No items may be attached to the walls or doors of the lobby or the auditorium. Please use only the designated display areas and fixtures.
5. The Licensee is not permitted to move, add, remove or obstruct any theatre seats.
6. Except for bottled water, food and beverages are not permitted in the auditorium at any time including during rehearsals.
7. Every person entering the auditorium including small children and babies are required to have a ticket. No strollers or large items are permitted in the auditorium.

## CAMERA PLACEMENT AND SET-UP

1. Camera operators must set up in their pre-arranged camera positions at least one hour prior to the event start time.
2. Camera tripods and equipment may not obstruct fire exits, aisles or stairways. Aisles must be kept clear at all times.
3. Cameras cannot be set up in wheelchair / accessible seating areas.
4. All power cords and cables must be taped down and properly secured.
5. Camera operators should not block the audience view or distract patrons during the performance.
6. The following are recommended camera positions for the venues:

VENUE	POSITION	LOCATION	SEATS BLOCKED / USED
Tribute Communities Recital Hall	1	Behind seats N5 & N6	None
	2	Behind seats N11 & N12	None
Sandra Faire & Ivan Fecan Theatre	1	Rear of Orchestra level, behind row O	None
	2	Right front box	Right box seat 1 to 4
	3	Centre front of balcony	Balcony A9-11, B8-11, C9-11

## USE OF FUNCTION SPACE

- Please note that the CIBC Lobby is a shared space. It serves the Sandra Faire & Ivan Fecan Theatre, the Tribute Communities Recital Hall and the Price Family Cinema. It also contains the Performance Facilities Box Office. As such, there may be more than one function taking place or utilizing the lobby at any given time.

- The use of all spaces including corridors, stairways and aisles must be in accordance with municipal and York University fire and safety guidelines.

## **CATERING AND RENTAL EQUIPMENT**

1. All food and beverages brought in for the Licensee are the responsibility of the Licensee. This includes delivery, storage, service and cleanup.
2. Catering companies that are contracted by the Licensee are responsible for providing all equipment and service wares required for servicing the event. Any use of Performance Facilities equipment on site must be requested and arranged prior to the event.
3. Provision for the heating of food or drink must be arranged prior to the contract being signed with the caterer to ensure that the building's facilities are adequate and appropriately situated.
4. Caterers are responsible for the set up and dismantling of their rental equipment within the appropriate staging area. Caterers must make arrangements in advance with the Front of House Services Coordinator for the delivery, storage and pick up of all rental equipment.
5. The Licensee may choose to provide backstage hospitality for artists and participants. The provision and set up of backstage hospitality must be coordinated with the Front of House staff.

## **CLEAN-UP**

1. It is the responsibility of the Licensee to ensure that all spaces where hospitality is provided are cleaned up following an event. This includes but is not limited to dressing rooms, green room and other backstage areas. Any questions regarding cleaning procedures should be referred to the Front of House staff on duty during the event.
2. Floors must be kept free of debris at all times. This includes food and beverage spills. A mop, broom and other cleaning equipment can be provided by Performance Facilities.
3. Caterers must clean up immediately following the event. No food may be left on the premises overnight or for any extended period of time. Sinks, counter tops and prep tables must be cleared of debris and sanitized. The Licensee or the caterers must provide their own cleaning supplies.
4. Refrigerators must be emptied of all belongings, food and beverages immediately following the event.
5. All rental items must be removed, repacked and placed in a suitable location as designated by the Front of House Services Coordinator.
6. All garbage must be collected and placed in the dumpster located adjacent to the loading dock.
7. All Performance Facilities spaces, furniture and equipment utilized by the Licensee must be returned to the place and the in the condition in which they were found.
8. Following the event, the Licensee must check out with the House Captain (or their designate) who will ensure that all of the cleanup requirements have been met. The costs for any additional cleanup required will be charged to the Licensee.