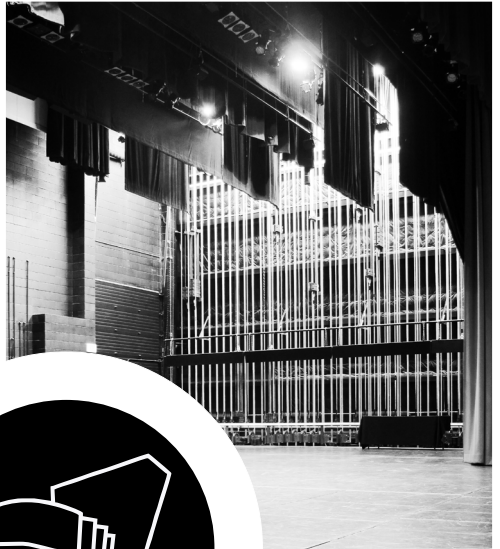




**GETTING
THE MOST
OUT OF
YOUR
RENTAL**



ABOUT INSURANCE

Every rental requires a Certificate of Insurance naming the following "Additional Insureds" (including their addresses if required)

The Vernon and District Performing Arts Centre Society
3800 - 33rd Street,
Vernon, British Columbia
V1T 5T6

The City of Vernon
3400 30th Street
Vernon, British Columbia
V1T 5E6

The Regional District of the North Okanagan
9848 Aberdeen Road
Coldstream, British Columbia
V1B 2K9

DEPOSIT CHEQUE

**Your Cheque for the rental deposit must be made payable to:
The Vernon and District Performing Arts Centre**

RENTAL TIMELINE

Contracts are sent out 3 to 4 months before an event as soon as the event has been confirmed with the Rentals Coordinator.

**3 months
prior to show**

Confirm your booking

- a booking is considered confirmed when the rental deposit and a signed contract has been received.

**8-10 weeks
prior to show**

Set up ticketing

- Contact the box office with all ticketing information.
- Be sure to send in a list of your desired number of complimentary tickets.
- Please note tickets will have to go through the ticket face approval process before they can be placed on sale.

**6-8 Weeks
prior to show**

Media

- Contact the local newspaper (the Morning Star) and arrange a press release.

**4-6 weeks prior
to show**

Event Information

- Fill out and send in the event information sheet provided by the Rentals Coordinator. Please contact the Rentals Coordinator regarding any questions or arrange a meeting if necessary.

Contact the Technical Director

- Arrange a meeting or phone call to go over the technical requirements of your show such as time, equipment and crew. Often the most effective way of establishing first contact with the TD is by email.

RENTAL TIMELINE

4-6 weeks prior to show

Promotion

- Email a PDF picture and short promotional write up regarding your show to our Marketing and Community Engagement Director.
- Contact the newspaper and other advertising outlets and start circulating your promotional material within the community.
- Contact the newspaper and other advertising outlets and start circulating your promotional material within the community.
- Submit your 12x18 and 8.5x11 posters to our Marketing and Community Engagement Director for display and distribution if desired/requested.

4 weeks prior to show

Updates and changes to your event

- Please make the Performing Arts Centre staff aware of any updates and changes to your event as they may arise.

2-4 weeks prior to show

Check in with the Ticket Seller Box Office

- Check in weekly with our box office to see how your ticket sales are going, as it may affect your promotion.

Week of the show

Last minute updates

- Please make the Performing Arts Centre staff aware of any updates and changes to your event as they may arise.

Show day/night

Last minute details

- Alert the Guest Relations Team Leader (Front of House Manager) and the Technical Director of any last minute changes on the day of the show.
- Sign the work order prior to curtain.
- When loading out the show ensure that you have taken all your belongings.

IT'S ALL ABOUT THE DETAILS

- Anytime any member of a rental group is present in the building, the Technical Director must also be present.
- The renter has access to the building at the precise arrival time you have given on the Event Information Sheet. (This means that if you say you will arrive at 8am then the doors will be unlocked at 8am, and not 7:50am.
- A rehearsal is defined as a private session for practicing and preparing for a public performance. This is only open to performers, crew, and supervisors directly involved in the production.
- During rehearsal periods, members of the renting organization are allowed access to the back stage area and the lower level of the main auditorium only. Access to the Tolko Millennium Foyer, Balcony, Coat-check Gallery, and the Marie Fleming Hall is strictly prohibited.
- Back stage washrooms are available for use during rehearsals.
- If there are more than 20 people in the auditorium during a rehearsal, a Guest Relations Team Leader must be present at the renter's expense. The Guest Relations Team Leader is present to act on behalf of the facility, supervise large numbers of participants, and to assist in the event of an emergency. However, the presence of the Guest Relations Team Leader does not authorize the invitation of an audience to watch the rehearsal.
- Both the Technical Director and Guest Relations Team Leader have the authority to stop a production, if needed, to regain order.
- The Performing Arts Centre has potentially dangerous equipment that is very expensive to replace. Therefore, untrained personnel are not permitted to operate any technical equipment. This includes, but is not limited to: the curtains, fly lines, lighting and sound equipment, projection, etc. There are no exceptions to this rule.
- Only the Technical Director has the authority to start a show. The start of a show is defined by any activity that requires the audience's attention.

FREQUENTLY ASKED QUESTIONS

We're Here to Help!

Please talk to us! Even if you don't know exactly what you need in the way of lights or sound, tell us what you want to see happen for your event. That way, we can relate your needs to our facility, and do our best to give you exactly what you're looking for. Take the time to clearly communicate your needs so we may best coordinate the facility's resources required to achieve your goals.

Who is the Guest Relations Team Leader?

The Guest Relations Team Leader is responsible for the safety of the audience during your show. He or she will also organize all front of house staff and front of house services provided for your show. Please feel free to discuss front of house needs with the Rentals Coordinator in advance of your show, or with the Guest Relations Team Leader during the show.

Who is the Technical Director?

The Technical Director (TD) is the person responsible for your event's technical requirements. The TD will hire and schedule any additional crew required, and will be responsible for ensuring that the Performing Arts Centre runs in a safe and smooth manner. He or she is your liaison and your best resource while in the Centre. Should a problem or concern arise, approach your TD. If they do not have an answer or solution, they will probably know who does. Discuss your technical requirements well in advance of your event.

FREQUENTLY ASKED QUESTIONS

Is there a commission on merchandise?

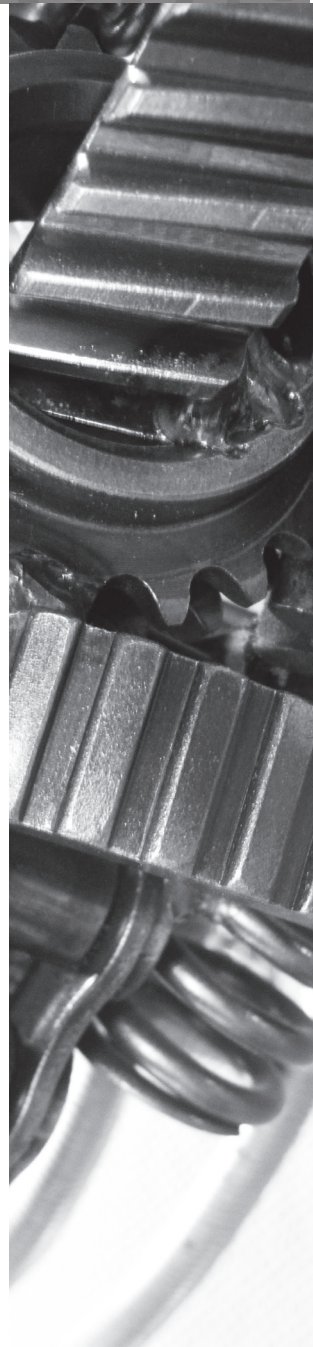
Any merchandise (CD's, shirts, posters, videos, etc.) sold in or adjacent to the Performing Arts Centre is subject to a 15% commission fee (including taxes, if applicable), that will be collected by our Guest Relations Team Leader on the night of the show.

Can we come in early to drop off some things?

Because of the Centre's heavy booking schedule and lack of storage facilities, it is not possible to get into the Centre, or to store equipment or props at the Centre prior to your event. Also, nothing may be stored after your event has finished unless you make special arrangements with the TD.

What is a work order?

The work order becomes part of your bill and lists any additional crew members, crew time, or equipment required by your group. Your group's technical contact must be available prior to the start of your show to endorse the finalized work order. Please keep in mind that the initial work order is an estimate only, and is based on the information the TD receives from you prior to your event. The more information we have before you enter the building, the more accurate this initial work order will be.



FREQUENTLY ASKED QUESTIONS



Will everything be ready when I arrive?

When you arrive, the house is ready for you in our standard house hang. Set up specific to your event begins upon your arrival, and it takes time to load-in your show, hang and focus the stage lights, set-up and check the sound, etc. This can be something of a surprise to users who expect to be able to set-up and begin to rehearse on the stage immediately upon their arrival. When booking time in the Performing Arts Centre and scheduling your event, please consult with the TD to make sure that you have left enough time in your schedule of this “tech time”.

It is also important to remember that any alterations to the house lighting or sound system must be restored i.e. the Centre must be returned to the state in which you found it after the event is over.

It is usually more cost effective to have the right number of people for a short time than to have too few people and have to pay overtime. The TD can help you in budgeting time for this. It takes time to rehearse the technical portion of your show. The operators have to learn your show and their cues if they are to help your production run smoothly.

FREQUENTLY ASKED QUESTIONS

What is SOCAN and what does it mean to me?

You should be aware that your event may be subject to SOCAN Tariffs. Under your license agreement, you will be responsible for both reporting your event and any costs levied against it. The Society of Composers, Authors and Music Publishers of Canada (SOCAN) is a performing rights society that licenses the public performance and telecommunication of the world's repertoire of copyright-protected musical works in Canada and then distributes royalties to its members and affiliated international societies.

To find out more about SOCAN in greater detail, please check out their brochure explaining more about who they are and what they do at www.socan.ca

What is Re:Sound and how is it different from SOCAN?

Re:Sound and SOCAN collect separate and distinct performance rights licence fees. Re:Sound applies to recorded music only and represents the rights of the artists and record companies. SOCAN applies to live and recorded music and represents songwriters, lyric authors, composers, and music publishers.

In cases where both Re:Sound and SOCAN tariffs apply to the same business, that business must pay both collectives separately, in accordance with each one's tariffs. If you utilise recorded music in your performance you are willing to pay Re:Sound on behalf for fee of \$25 per performance day. Alternatively, the renter will be responsible to pay

Is smoking permitted at the Performing Arts Centre?

The Vernon and District Performing Arts Centre is an entirely non-smoking building. Performers may only smoke (with written permission from the Fire Marshall), eat and drink onstage as part of the action of a performance. All smoking materials must be extinguished into a bucket of damp sand immediately upon leaving the performance area.



FREQUENTLY ASKED QUESTIONS

What do I need to know about Special Effects (SPFX)?

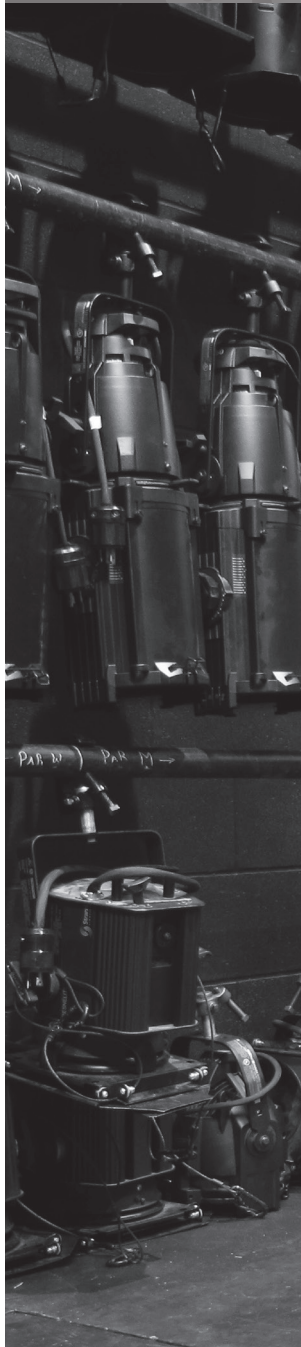
Some of the most exciting things in theatre are also the things that are the most dangerous. Most of these things fall under the heading of Special Effects. The most important thing to remember is that **WE WILL NOT ALLOW THE SAFETY OF A PERFORMER OR PATRON TO BE JEOPARDIZED BY AN UNSAFE SPECIAL EFFECT!** Badly planned or poorly built special effects are ineffective and dangerous.

If your show involves pyrotechnics of any kind, you must obtain a permit from the Fire Marshall (250-542-5361). Pyrotechnics may include, but are not limited to: Flashpots, smoke effects, gerbs and air bursts. A designated, licensed pyrotechnician must be on site for all effect operations.

Open flame effects must be approved by the technical director ahead of time and may also require a pyrotechnical permit.

Usage of firearms, including blanks, pellet guns, air rifles or recreational replicas require both prior approval of the technical director and a designated crew person with a Firearms Possession and Acquisition Licence.

No written approval or permit equals no SPFX/fire, no exceptions! These approvals and permits take time to acquire - so make sure that we are the first to know about anything out of the ordinary that needs to happen on your show. Tell us exactly what you want to do as far in advance of your show as possible!



STAFF CONTACTS

EXECUTIVE DIRECTOR

Jim Harding
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RENTALS & VOLUNTEER COORDINATOR

Dave Unrau
email: dave@ticketseller.ca

TECHNICAL DIRECTOR

email: td@ticketseller.ca

**MARKETING & COMMUNITY
ENGAGEMENT DIRECTOR**
email: marketing@ticketseller.ca

TICKET SELLER MANAGER

Stuart Benoit
email: boxoffice@ticketseller.ca
phone: (250) 549-SHOW (7469)

VERNON AND DISTRICT PERFORMING ARTS CENTRE
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