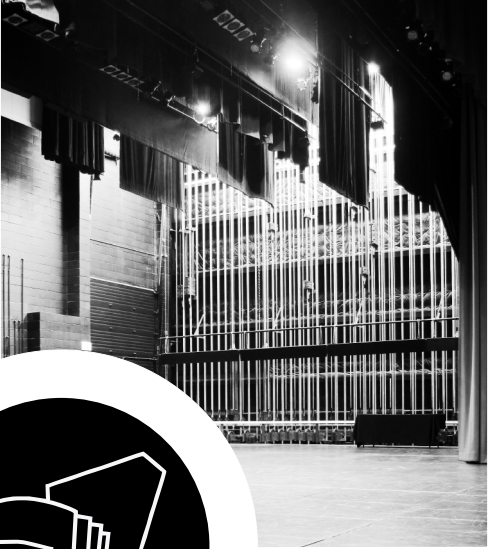




**GETTING
THE MOST
OUT OF
YOUR
RENTAL**



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

Deposit invoices are sent via Quickbooks and can be paid with credit card or cheque.

**If paying with a cheque, the cheque 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.

**4 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

- Please go to the following website to submit the show information: ticketseller.ca/event-set-up-form
- Contact the box office with any ticketing concerns
- Note that ticket sales must go through Ticket Seller

**6-8 Weeks
prior to show**

Media

- Check the Marketing & Media Contacts Guide for information on local media including radio and newspaper

**4-6 weeks prior
to show**

Event Information

- Connect with the Rentals Coordinator and Front of House Director to go over event information, schedule, foyer set up, etc.

Contact the Technical Director

- Establish contact with the TD via email or phone to go over technical requirements of your show such as time, equipment, and crew.

RENTAL TIMELINE

4-6 weeks prior to show

Promotion

- 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 Coordinator 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 at end of day before vacating the building
- 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, or their assigned representative, must also be present.
- The renter has access to the building at the precise arrival time you have given to the Rentals Coordinator/Technical Director. (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.
- Backstage access is restricted to cast, crew, directors, and supervisors. Guests are only permitted backstage under the direct supervision of the renting organization. No minors may act as a backstage supervisor.
- 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 Okanagan Spirits Foyer, Balcony, Coat-check Gallery, and the Marie Fleming Hall (unless the MFS is also rented) 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 before you arrive! If you don't know exactly what you need in the way of lights or sound, we are happy to discuss your event needs in advance to ensure you arrive prepared. With proper planning, we can relate your technical needs to our facility, and do our best to work out solutions for your event ahead of time. Taking the time to clearly communicate your needs is in the best interest of all parties, so feel free to reach out with any questions, no matter how small.

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 overseeing all technical work in the space. The TD will hire and schedule any crew required and will be responsible for ensuring that the Performing Arts Centre runs in a safe and efficient manner. They are your liaison and your best resource while in the Centre. Should a problem or concern arise, approach a TD (or ATD). 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"

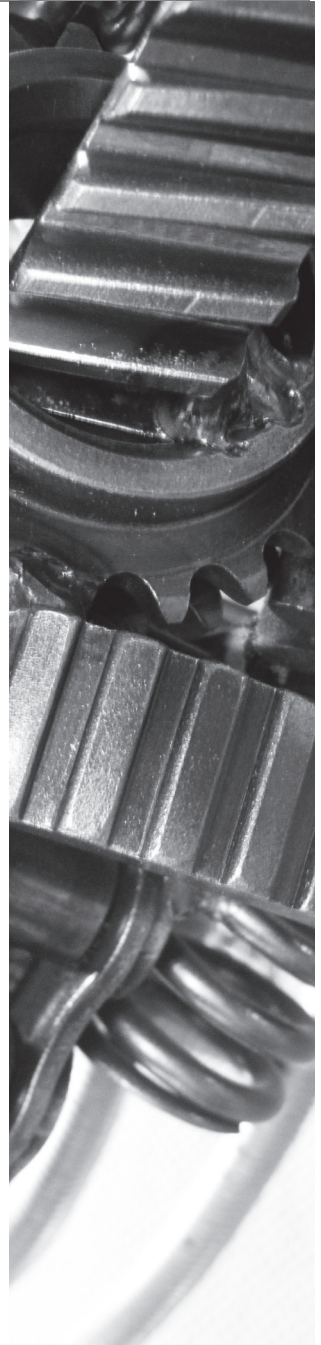
FREQUENTLY ASKED QUESTIONS

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 after your show to endorse the finalized work order. You may request an estimated work order from the TD before your arrival, this 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 estimated 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 systems must be restored to their original state after the event is over, at the renter's expense.

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 this tariff directly.

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)?

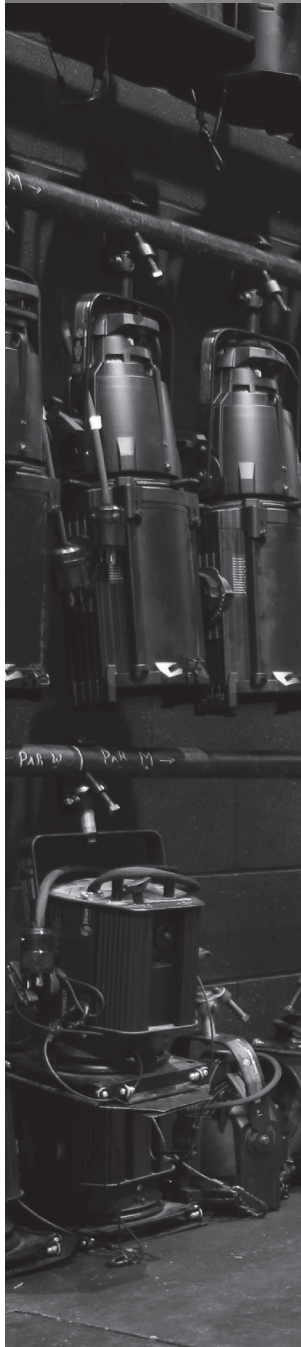
Some of the most exciting things in theatre are also the things that are the most dangerous. Most of these things fall under the heading of Special Effects. The most important thing to remember is that **WE WILL NOT ALLOW THE SAFETY OF A PERFORMER OR PATRON TO BE JEOPARDIZED BY AN UNSAFE SPECIAL EFFECT!**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



FREQUENTLY ASKED QUESTIONS

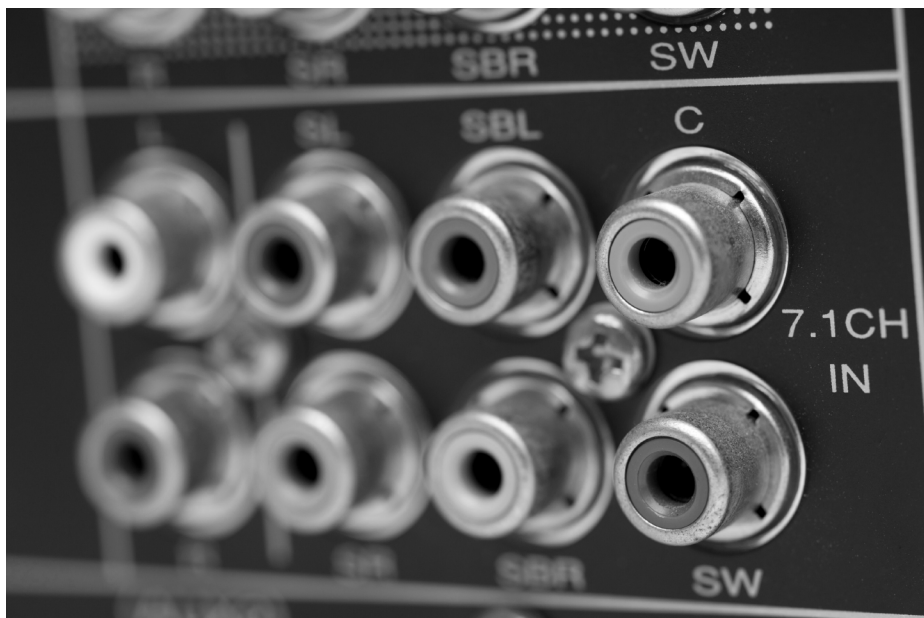
Is The Theatre Technician able to Design my show?

The theatre provides an operator who is familiar with the sound, lighting, or video consoles in house. House Technicians can take requests and recommendations and produce a show from our house hang/plot or, with more advance planning, rearrange existing plots into custom ones for a specific show.

This does not mean the Technician is intended to fill a gap on a renting organizations production/design team. Theatre Technicians require input from renting organizations to produce results. Please come prepared with an annotated script or cue sheet with as much detail as possible laid out ahead of time.

House Technicians are not required to do advance design work, custom paperwork, or add extra elements to the house hang, unless specifically requested to do so by the renting organization. This work must be accounted for in the rental hours in the theatre during setup, as well as accounted for in the restore of theatre following the show.

If you are unsure about how to prepare for your rental, please arrange a meeting with the TD to discuss the specific needs of your production.



STAFF CONTACTS

EXECUTIVE DIRECTOR

email: ed@vdpac.ca

RENTALS COORDINATOR

email: rentals@vdpac.ca

TECHNICAL DIRECTOR

email: td@ticketseller.ca

MARKETING COORDINATOR

email: marketing@vdpac.ca

TICKET SELLER

email: boxoffice@ticketseller.ca

phone: (250) 549-SHOW (7469)

VERNON AND DISTRICT PERFORMING ARTS CENTRE

3800 - 33rd Street - Vernon, British Columbia - V1T 5T6

PHONE: 250-542-9355 FAX 250-542-9384