

**RENTAL AGREEMENT**  
**The Old Church Theatre**  
755 Harmston Ave.  
Courtenay, BC

Contact – [dougcox@shaw.ca](mailto:dougcox@shaw.ca)  
250-334-1634

Renter Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code : \_\_\_\_\_

Contact Person (s) : \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date (s) of Event \_\_\_\_\_

Is this a ticketed event or free to invitees? \_\_\_\_\_

TOTAL Time (s) Required \_\_\_\_\_

TOTAL number of Performances \_\_\_\_\_

Load In/Set Up Time or Rehearsal Time if Applicable \_\_\_\_\_

Showtime (s) \_\_\_\_\_

Finishing Time \_\_\_\_\_

## Basic Church Theatre Rental Fees (includes house manager)

Set Up/Rehearsal/Load-In/Load-Out = hours \_\_\_\_\_ x 50.00 = \_\_\_\_\_  
(renter will be charged 50.00 per hour for each hour or portion  
of an hour used beyond the estimated time)

Performance charges = number of performances \_\_\_\_ 500.00 = \_\_\_\_\_

### Other Fees

(use of our theatre tech staff is required when using our theatre and equipment unless discussed  
and agreed to well in advance of your rental)

Sound System Rental (tbd based on needs) = \_\_\_\_\_

Sound Technician = 100.00

Lighting Technician = 100.00

Projector/Screen Rental = \_\_\_\_\_

Security = number of hours \_\_\_\_\_ x (30.00) \_\_\_\_\_

Ticketing System Management = number of shows \_\_\_\_\_ x 75.00 \_\_\_\_\_  
(use of our ticketing system is not mandatory)

FOH/Ticket Manager (if using our system) = number of shows \_\_\_\_ x 100.00 \_\_\_\_\_

Janitorial = number of shows \_\_\_\_\_ x 50.00 \_\_\_\_\_  
(extra hours will be charged if the Theatre is not  
left in the state of cleanliness it was in upon arrival)

Piano Rental = # of days/nights used \_\_\_\_\_ x 50.00 \_\_\_\_\_

Piano Tuning (paid by renter if required) \_\_\_\_\_

Kitchen/Downstairs Rental (at 150.00 day) \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

GST \_\_\_\_\_

Total \_\_\_\_\_

**Non-Refundable Booking Deposit Fee 100.00 (Per Date) Received on \_\_\_\_\_**  
**(This fee will go towards your booking fee and is to be payed**  
**at time of booking via email transfer to dougcox@shaw.ca or**  
**via cheque made out to Doug Cox Productions.)**

**Damage Deposit (up to 500.00 depending on event tbd**  
**at time of booking) Received on \_\_\_\_\_**  
**(Damage deposit is to be payed at time of booking via**  
**email transfer to dougcox@shaw.ca or via cheque made**  
**out to Doug Cox Productions. Provided all terms in this**  
**contract are met and there are no damages this fee will**  
**be returned upon departure of the Theatre after rental period)**

**\*\*\* Your total rental fee along with all other fees are due 24 hours in advance of your rental date unless other arrangements are made well in advance. Otherwise this contract is null and void.**

**\*\*\* If your show is cancelled for any reason and you are using our ticketing system, you will be responsible for reimbursing all non-refundable ticket service fees to us.**

**\*\*\* Renters Liability Insurance is Mandatory**

**A COPY OF RENTERS LIABLILITY INSURANCE POLICY MUST BE PROVIDED AT LEAST ONE WEEK BEFORE YOUR RENTAL DATE. BOTH THE OLD CHURCH THEATRE SOCIETY AND DOUG COX PRODUCTIONS MUST BE NAMED AS ADDITIONAL INSURED IN AN AMOUNT OF NOT LESS THAN THREE MILLION DOLLARS COVERING ALL DATES AND TIMES OF THIS AGREEMENT.**

**TOTAL THEATRE CAPACITY IS 200 PEOPLE**

**TOTAL SEATING (AUDIENCE) CAPACITY IS 180**

## Old Church Theatre Guidelines for Our Users

*The Old Church Theatre, built in 1938, is the beloved building we are working in and is owned by The Old Church Theatre Society. We are doing everything we can to maintain and preserve it's special character and it is with this purpose in mind we have put the following rules and policies into effect for ALL theatre users. If you feel you are not able to honour these reasonable requests, please refrain from renting from us. It is our intention for everyone who joins us to have fun while they are in the Theatre but as the renter, you are responsible for the following. Thank you for honouring this.*

**The Old Church Theatre is considered a safe space** for everyone who enters the building. This means any form of physical or mental abuse will not be tolerated from anyone including performers, volunteers, staff, renters, guests and audience members. Anyone found being abusive or threatening in any manner will be removed from the premises immediately by staff and/or security.

**DANCERS** ~ Please, no clog shoes or tap shoes on the Main Theatre Floor, carpeted areas and carpeted stairwells to the stage. In other words, please put shoes on in the immediate backstage area and wear them there and on stage only.

No GUM, FOOD or DRINKS in the Main Theatre and Foyer

NO posting notices or posters anywhere within the building, on any doors or on the outside of the building and theatre property. Please ask our House Manager to assist with this as we have very specific materials we use to hang displays. The renter will pay a 100.00 fine per poster or notice hung by them or their team.

Renter Please Initial \_\_\_\_\_

To cover any exposed cables please use carpets or cable mats, not tape.

No staples, screws, nails, tacks, or tape on stage surface, theatre walls or foyer furniture. If you are having difficulties setting up without using any of the above, please speak directly to our House Manager or Technical Director to help you figure out a solution. The renter will pay a 100.00 fine for every violation of this rule. We apologize if this appears heavy handed, experience has caused us to have to do this.

Renter Please Initial \_\_\_\_\_

No Flowers in water containers on Main Floor or Foyer Furniture.

LOAD all equipment into the Theatre from the ramp area at North Fire Door. If the floors are not covered when you enter, please be aware of the softwood floor and be careful not to scratch it.

Please do not place any items on the MAIN THEATRE CHAIRS and do not move them away from the Main Theatre. These chairs are reserved for audiences in the Main Theatre only.

The upper balcony is closed to the public. No children are allowed in the upper balcony.

Please obtain permission from the House Manager before moving or removing any equipment, tables, chairs or levels etc. Please be advised there may be an additional charge for the use of these items.

KITCHEN : The kitchen in the basement is a non-preparation facility only. ONLY prepared food is to be served from this area.

Technical : Please do not move or use any of the sound, lighting, rigging, projectors or staging gear without the direct permission of our Technical Director or House manager.

#### SMOKING IS PROHIBITED ON THE PROPERTY

Damage: Any damage done to the facility will be charged to the renter.

Clean Up: Just like camping, please leave the Theatre in the same shape (or better) you find it when you are finished. Our house manager will do a final check with you upon leaving the theatre and extra cleaning charges may apply if there is an unreasonable mess left behind.

Signed and agreed upon by

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Renter

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Old Church Theatre REP

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Please Print Renter Name

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Date Signed

