



The Ellice Theatre must be notified of any changes to the above information as soon as possible.

The Ellice Theatre will provide 1 Event Supervisor, and 1 Theatre attendant per rental. The rental group is responsible for a Door person/ticket person and Security.

The Ellice Theatre Café is to be the sole provider of concession services within the building.

Any promotional material produced for events occurring at the Ellice Theatre are required to use our logo. Logos may be downloaded at [www.ellicetheatre.com](http://www.ellicetheatre.com). The logo may not be stretched or altered in any way.

**FEES:**

A booking fee of \$50 will be charged to reserve a date. This fee will go towards the \$200 damage deposit

DEPOSIT OF \$150 IS TO BE TURNED INTO TIM SPRING AT LEAST 2 WEEKS IN ADVANCE. YOU MUST COORDINATE THIS BY EMAIL: [pajagush@hotmail.com](mailto:pajagush@hotmail.com) OR PHONE: 228-7909 for your date to be reserved

**Theatre:** \$200/day weekday, \$250/day weekend

This is the base rate for the use of: the theatre, all tables and chairs, the podium, one microphone and basic lighting. This fee applies to dark days and rehearsal days.

**Technical fees:** \$50/day weekday, \$100/day weekend.

This fee is applied to events that require the use of the house sound system and more than basic lighting. This is also applied to all Music/Band rentals regardless of whether the house systems are used or not.

**Extra Band Fee:** \$25 per band over **THREE (3)** bands performing.

**House Manager:** \$15/hour.

An Ellice representative must be present for any and all events at the theatre at a charge of \$15/hour on top of the rental fee. They will be there from LOAD IN until you exit the building and will be able to provide basic lighting and one microphone. More complicated setups will require the house technician. If the house technician is used for the event they count as the house manager and this rate is included in their rate.

**House Technician:** \$20/hour.

To use more than basic lighting and one microphone, the house technician must be present. They provide you access to the entirety of the technical capabilities of the

theatre. Groups are welcome to bring in their own technicians for events, but the house technician must still be present at the House Manager rate to supervise and assist.

\*Reduced rates of 10% are available for: Long rentals, Non-Profits, Charitable, and West End community groups. Please contact for more information.

\*Performers/renters receive a 15% discount on food purchased at the Ellice Café.

\*Multiple Rental Discount. Rent the Ellice Theatre 10 times in the span of 2 years and get the 11<sup>th</sup> rental free.

**The return of deposit is determined primarily by:**

- Any damage to facilities: curtain, stage, seats, doors, bathrooms, equipment etc.
- Failure of group's own security to prevent drinking/smoking on site (including drug use in and in front of building).
- Any unnecessary mess.

**\*\*ONLY FOOD BOUGHT AT THE ELLICE CAFÉ MAY BE BROUGHT INTO THE THEATRE.**

**EVENT INFORMATION:**

SHORT DESCRIPTION OF THE EVENT: \_\_\_\_\_

\_\_\_\_\_

Ticket Cost \_\_\_\_\_

Where can tickets be purchased? \_\_\_\_\_

WHEN DO TICKETS GO ON SALE? \_\_\_\_\_

We have an electronic marquee on the front of the theatre. Please fill in below any information you would like to have on the marquee and when you would like it to start being shown. The marquee holds 16-20 characters per frame, maximum of 8 frames per message.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We also show movies on a regular basis, if you would like to have a trailer or image in rotation during the movie previews please contact us to make arrangements. Charges apply.

Two tables are included in the rental price. There will be a charge of \$10 for each extra table. ARE ANY TABLES REQUIRED? WHERE DO YOU NEED THEM PLACED?

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The Theatre is part of West End outreach, providing cultural opportunities for those who may not be able to afford the chance to go. Would you like to donate ten tickets to your event towards this? YES NO

Renters may use available tables for selling merchandise. The theatre does not take **any** percentage of merchandise sales.

Catering options are available from the Café. Please contact the Theatre Coordinator for more details.

**CANCELLATION POLICY:**

The \$50 booking fee will not be returned after a cancellation at any given time. A cancellation one month prior to event will not be charged an additional penalty. Cancellation 2 weeks prior to event will be half of the \$200 damage deposit. A cancellation 1 week or less will cost the full damage deposit.

As applicant, I \_\_\_\_\_, understand and will abide by the above information. I agree to pay the applicable fees and provide a cash deposit in the amount of \$\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION:**

Theatre Bookings: Melanie Bernadsky: nlm6@shaw.ca

Theatre Coordinator: Tim Spring: 228-7909 pajagush@hotmail.com

Technical Director: Ken Perchuk – 299-6981 kperchuk@gmail.com

