



McCain Community Theatre Rental Application Form



Organization Name:			
Contact Person:			
Mailing Address:			
E-mail:			
Phone #:		Cell Phone #:	

Day:			
Date:			
Time in:			
Time Out:			

# of performers:		# People in the audience:	
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Do you need?					
Access to Dressing Rooms:	___ Yes	___ No	Access to Ticket Booth:	___ Yes	___ No
Access to Sound Booth:	___ Yes	___ No	Access to Lights:	___ Yes	___ No
Access to Load In Storage:	___ Yes	___ No	Access to Loading Dock:	___ Yes	___ No
Access to Spotlight:	___ Yes	___ No	Access to open/close Curtains:	___ Yes	___ No
Access to Projector:	___ Yes	___ No	Access to Projector Screen:	___ Yes	___ No
Access to Grand Piano:	___ Yes	___ No	Access to Piano:	___ Yes	___ No

Do you need? * Extra Cost				
Stagehands:	___ Yes	___ No	<i>This cost must be paid 10 days before the rental.</i>	
Ticket Takers:	___ Yes	___ No		
Security:	___ Yes	___ No		

**A quote will be provided to user after application is completed and submitted to coordinator.
No advertisement of event by user is to be done until booking is finalized.**

OFFICE USE ONLY

Sound Technician Name: _____

WHS: _____

ASD-W: _____

Billing: _____



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McCain Community Theatre Conditions of Use

1. Applications for use of McCain Community Theatre must be no less than 14 days before the dates requested. **All bookings for summer months MUST Be done by June 1st.**
2. Fees: A **25% non- refundable deposit is required at the time of booking.** All fees are to be paid in full 7 days prior to event. A custodian may be required on site. This is subject to an additional fee of \$24/HR+ HST as per collective agreement (2022).
NOTE: **User will be charged for all fees unless the user provides fourteen (14) days' notice of cancellation prior to the scheduled activity** by contacting the coordinator at info@woodstocknb.ca.
3. When advertising your event use location name as **McCain Community Theatre, 144 Connell Park Road.**
4. User groups requiring the use of the Theatre Sound Board must have an approved operator onsite for the duration of it use. **The operator fee is not included in the rental fee.**
5. User groups are responsible for the conduct of all members of the group & will be responsible for any damage.
6. Users must vacate the facility **2 hours after the rental time finishes.**
7. User groups agree to indemnify and save harmless the Town of Woodstock, including employees and agents, of all liabilities, claims, actions, or damage arising from the use of the McCain Community Theatre. The McCain Theatre does not carry liability insurance for the benefit of user groups.

Signature of Applicant

Date

