



SHOW & TECHNICAL REQUIREMENTS

Now that we have discussed your theatre booking, we must gather details of your event. Please fill out all the following questions to the best of your ability.

NAME / ORGANIZATION: _____

BILLING ADDRESS: _____

EVENT TITLE: _____

CONTACT PERSON: _____

EMAIL: _____ **PHONE:** _____

TECHNICAL CONTACT: _____

EMAIL: _____ **PHONE:** _____

TYPE OF SHOW:

Theatre

Concert

Variety

Dance

Forum

Conference / Meeting

TIMELINE / SCHEDULE:

****Please note, the times you indicate are just approximate. Ensure you indicate AM or PM or use the 24-hour clock. Ensure you incorporate breaks into your schedule. At minimum, technical staff MUST have a 1-hour break after every 5 hours of work. The theatre & stage will be closed and locked during that time. Technicians will need to be back from break at least 1 hour before show time.**

Show Date(s) / Time(s): _____

Load In: _____ Set up / Lx / Sound: _____

Rehearsal: _____ Break: _____

Performance Start: _____

Running Time (In minutes): _____

Act 1: _____ Intermission: _____ Act 2: _____

**Performances exceeding 60 minutes must schedule at least one 20-minute intermission. Failure to do so may result in a \$200 fee. Due to washroom availability for patrons, we recommend a 20 minute intermission.*

Strike (Typically 1 hr): _____



Culture Bookings
culturebookings@stalbert.ca

Patron & Venue Services Coordinator
Sarah Craft
scraft@stalbert.ca | 780-418-6668

FRONT OF HOUSE SET UP:

You have access to tables and chairs for the lobby, if available. As the renter, you are required to set up and tear down. Our Front of House staff will show you where the tables and chairs are stored.

Number of Tables: _____ Number of Chairs: _____

BACK OF HOUSE SET UP:

Do you require the following rooms during your rental period? Check all that apply.

- Progress Hall
- Green Room
- Dressing Rooms: Large A B
- Small C D

INSURANCE:

It is the responsibility of the renter to provide evidence of liability insurance in the amount of \$2 million, prior to your date of use. We can provide a link to event insurance purchasing upon request.

CONCESSION / BAR:

The Arden Theatre reserves the right to decide whether the concession will be open or not. There is no cost to the renter to have the concession open; all revenue goes to the Arden Theatre. Concession opens one hour before the show starts, remains open at intermission, and closes directly after intermission. We do not allow any external liquor sales.

Do you have any requests or restrictions? _____

MERCHANDISE:

Are you selling anything in the lobby? Yes No

If yes, what are you selling? _____

On sale times for merchandise (check all that apply): Pre-Show Intermission Post-Show

**All items sold are subject to a 15% commission fee, based on actual gross sales made. A flat rate fee is applied to festivals. Fees are payable to the City of St. Albert, please provide to the Front of House at the end of your show. We do not provide staff to sell merchandise.*

OTHER:

Will there be programs available? Yes No

Will photos and / or recordings be allowed? Yes No

Will the artist(s) be signing autographs? Yes No

Will there be any post-show programming? Yes No

If yes, what will the programming be? _____

VIDEO RECORDING:

Do you plan on streaming or having a video recording made of your show? Yes No

**Please note that the Arden Theatre does not provide these services but will gladly accommodate outside equipment.*



SHOW & TECHNICAL REQUIREMENTS

RENTER INFORMATION:

- At least one person, with knowledge of event requirements, must be available from the start of the rental period to act as a liaison with the theatre technical staff and be present during all rehearsals and performances.
- The renter's materials and sets may not be brought into the building prior to the rental period, without approval from theatre staff. No materials are allowed on stage without technical staff supervision. All the renter's effects must be removed from the stage at the termination of the rental period.
- The Arden Theatre will provide a 'House Plot' lighting diagram (full-stage lighting wash with front, back, and side lights) upon request. Ref: Technical Documents: <https://stalbert.ca/exp/arden/about/specifications/>
- If the renter wishes or requires more complex lighting or other modifications, arrangements for time and staffing must be made and you will be charged the labour and equipment expenses to hang and restore the theatre to its original state.
- The Arden Theatre does not provide wi-fi connection, the renter will need to plan for their own internet connection should it be required during the rental period.
- If the renter is bringing any files (sound, video, slideshows, etc...) please ensure that they are *edited* and/or *completed* before the rental period begins. We do not provide file preparation services.

PRODUCTION MEETING:

A production meeting is required for all renters; please indicate your available date / times, at least 3 weeks prior to rental event: _____

SOUND REQUIREMENTS:

Do you require the house sound system? Yes No

If no, please indicate the equipment you will be supplying:

If you are bringing audio playback, please indicate what format it is in:

iPod CD MP3

Do you require stage monitor speakers? Yes No If yes, please indicate how many: _____

Please Note: *If our technical crew deems the performance requires a full (8) monitor system, there may be extra charges attached to this service. i.e. monitor tech and rental time.*



Culture Bookings
culturebookings@stalbert.ca

Technical Contact
ardentech@stalbert.ca
780-459-1543

Will you require the Steinway Grand Piano? Yes No

If yes, please note that there is a rental charge associated with its use.

Note: The Arden Theatre maintains the piano in good repair. Should you wish to have the piano tuned to concert specifications, we will arrange this. The cost will be reflected on your final invoice.

Do you require orchestra chairs and music stands? Yes No

If yes, please indicate how many chairs (max. 80): _____ and music stands (max 20): _____

EQUIPMENT REQUIREMENTS:

Do you require use of a podium? Yes No

Do you require the use of any of the following equipment listed?

Follow Spot (1) Video Projector*

**Requires additional technician*

Hazer Wireless mics (9 available)

**Note: If you are projecting video, please ensure it is an embedded file (i.e. MP4, MOV, etc...) we cannot play YouTube videos.*

Note: The Technical Supervisor has the final approval of all equipment brought into the theatre by the renter, including all sets, props, curtains, and special effects. Any other equipment rentals are the responsibility of the renter.

****Please attach your technical rider to this form (if applicable)**