



20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

You are welcome to schedule a tour of the facilities to meet with the ORILLIA OPERA HOUSE Staff and have your questions answered in person.

Please COMPLETELY FILL OUT and return at NO LATER THAN FOUR (4) WEEKS PRIOR to the rental date. This will help us better prepare for your event; by understanding your needs, we can make things go smoothly. Please refer to the information included with your contract and feel free to contact the theatre for clarifications of any questions.

This will Asterisks (*) throughout this form designate materials or services for which additional charges will be applied.

Technical Office: Claude Labrecque, Technical Director
Phone: (705) 325-4566
E-mail: Clabrecque@orillia.ca

SHOW TITLE:					
COMPANY NAME:					
CONTRACT DATES:					
SHOW TYPE:	THEATRE <input type="checkbox"/>	CONCERT <input type="checkbox"/>	DANCE <input type="checkbox"/>	SEMINAR <input type="checkbox"/>	OTHER <input type="checkbox"/> _____

CONTACT INFORMATION

<i>Producer:</i>	
Phone #	
Cell #	
E-mail address:	
<i>Stage Manager:</i>	
Phone #	
Cell #	
E-mail address:	
Person Completing Questionnaire:	
Phone #	
Cell #	
E-mail address:	
<i>Authorizing Contact: (person who deals with the backstage charges, available at all times during rental)</i>	
Phone numbers:	

This information is kept within our Theatre records and is not shared with any other party.

PLEASE NOTE: All items (INCLUDING GARBAGE & RECYCLING) belonging to the renter must be removed from the premise by end of their contract period. Storage arrangements can be made, but there will be a fee of \$50/day.



**ORILLIA
OPERA HOUSE**

20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

RENTAL SCHEDULE

Orillia Opera House includes in the rental charge; eight (8) hours of Technical Supervision on the first day, five (5) hours on subsequent days and ten (10) hours on a two performance day. Overtime charges will apply when those allotments are exceeded. Please be aware that half an hour of Technical supervision time is allocated to opening the building before the client enters. Overtime charges are considerably higher on statutory holidays than on a regular business day, please consult the Orillia Opera House Administration office for details.

For each of the dates that you are at Orillia Opera House please provide the following information:
WITHOUT THIS INFORMATION WE CANNOT ENSURE ADEQUATE STAFFING OF THE THEATRE.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
DATE:								
ARRIVAL TIME (What time do you want access to the building?):								
SET UP:								
START REHEARSAL (What time are performers on stage?):								
MEAL BREAKS: Lunch Dinner								
HALF HOUR CALL:								
START PERFORMANCE:								
INTERMISSION:								
END PERFORMANCE:								
TEAR DOWN/ LOAD OUT /RESET:								
END OF DAY (What time does the last member of your group leave?):								

Please add more pages if needed or feel free to provide your own more detailed schedule. If your rental is more than one day, please provide specific information for each day you will be in the theatre. The more information you provide us, the better we're equipped to assist you.

Also please remember as you create your schedule, **Technical Staff must have** meal breaks of one hour between 11:00 am and 2:00 pm and between 4:00 pm and 7:30 pm (also following a 5 hours of an ongoing call). If the renter is unable to vacate (all members of the group must leave the building completely), a charge will be applied*. (Please call for current rates.)



20 Mississauga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

STAFFING/CREW REQUIREMENTS

Please Indicate Numbers (no checkmarks)

For safety reasons, one (1) technician is required while members of the group are in the building. Meal breaks must be approved by technical coordinator before clients enter the building.

There is a minimum four (4) hours call for all technical staff. Split shifts will only be permitted on calls of 8 hours or longer.

OOH Crew (*chargeable)	Orillia Opera House Crew (#)
Lighting Technician *	
Sound Technician *	
Flymen/Rigger *	
Other crew *	
Will you be working through a meal break? Yes No	Lunch Yes * No Dinner Yes * No

ACCESS TO THE CATWALK AND GRID IS LIMITED TO ORILLIA OPERA HOUSE STAFF ONLY.

Client Crew	Client (Volunteer Crew) [#]
Lighting	Lighting Board Operator
	Hang/Focus Crew
	Follow Spot Operator
Sound	Sound Board Operator
	Setup Crew
	Monitor Mix
Other	Stage Hand
	Stage Door Security
	Video Operator

The stage door (between Library and Opera House (north side) next to new elevator) will be unlocked at your arrival time and locked as you leave. Control of the stage door and backstage access must be discussed with the Technical Director to maintain security. Please ensure your stage manager (you need to have one) is the first person to arrive so that they can discuss scheduling and our safety instructions for your group. Your Stage Manager is responsible for a mandatory sign in/out sheet of your entire group including Director, Producer, Cast and Crew. This part of our Fire Safety Plan, so non compliance could result in refusal of entry to personnel. In addition, please expect to have the Technical Director speak to your cast/group at the beginning of your first rehearsal for a few minutes to discuss operating guidelines, fire procedures and other safety concerns.

Note: Food and drink are prohibited onstage, in the auditoriums and around control booths areas at all times. The exception is the use of water bottles in areas deemed a safe distance from electrical cables and equipment.

Rehearsals: If you exceed the Maximum 15 people (including production team) in the auditorium, a FOH Manager will have to be on site at your cost for the duration of the entire rehearsal. Failure to accommodate this prior to event will result in removal of audience from the Auditorium.



**ORILLIA
OPERA HOUSE**

20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

SOUND:

Item (*chargeable)	Yes / No	Number	Notes
Audio Pkg A* All in stock mics, stands, cabling, FOH sound console, 4 monitors & mixes	Yes No		
Audio Pkg B* Suitable for small band(3-4), ½ of Pkg A	Yes No		
Audio Pkg C* Playback only, 2 monitors (1mix) & 1 MC mic only	Yes No		
Wireless Body packs*	Yes No	Can not exceed a total of 12.	Note: client will be financially responsible for any damage to wireless microphones
Wireless Handhelds*	Yes No	Can not exceed a total of 6.	
Other Sound Notes: Please describe other Audio Equipment you wish to bring <i>(If setting up a band, please provide a list of instruments and a diagram of how they will be set)</i>			
Front of House sound personnel to be provided by the Theatre			Yes No
Stage Plot provided			Yes No
Input List provided			Yes No
Using house sound system			Yes No
Using road sound system			Yes No
Audio feed required for Media			Yes No

LIGHTING:

Item (*chargeable)	Yes / No	Number	Notes
Theatre House lx plot and inventory:	Yes No		
Require Electrical Tie In:	Yes No	200 Amps Tails	60 Amps Stove Plug
Custom Plot-Pre hung:	Yes No		
Custom Plot- Client hung:	Yes No		
Extra lx specials:	Yes No		
Follow Spot*:	Yes No		
Other Lighting Notes: Please describe any lighting equipment you will be bringing including any special power requirements (e.g. intelligent lighting, scrollers, strobe, etc.)			



20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

STAGING:

Item (*chargeable)	Yes / No	Number	Notes
Risers*: (please refer to tech specs for sizes)	Yes No		
Dance Floor*	Yes No		
Weapons **Best practices for weapons in the theatre must be followed **	Yes No		Please List weapons
Other: Please describe your set and stage decorating plans:	Yes No		
Does your set involve stairs or levels more than four feet high?	Yes No		
Will any stair units be “non standard” (8 inch rise and 10 inch run)?			Yes No
Will you be using tools to construct or assemble a set in the Theatre?			Yes No
Other Notes: Please provide details of your set to the Technical Supervisor as early as possible so that we can discuss any construction or safety concerns in advance of your rental.			
PLEASE NOTE: Also be aware that all set pieces, props, curtains, drops or soft goods must be treated with appropriate fire retardant			

PROJECTION:

Item (*chargeable)	Yes / No	Projection Surfaces:	
Will you be using projections?	Yes No	9' x 12' Rear screen	15' x 21' Rear screen (rental)
Will you need our laptop to operate your show?	Yes No		If using Laptop, HDMI or VGA can be connected at sound booth or on stage.
Will you have a videographer?	Yes No		
Will they be shooting from the back of the house? If No; Please indicate Locations:			Yes No
Will they require an audio feed?			Yes No
If videoing, have you filed the appropriate paperwork with administration?			Yes No

RIGGING:

Item (*chargeable)	Yes / No	Number	Notes
Will you be changing the line set schedule?	Yes No		
Will you be hanging additional banners or scenery?	Yes No		
PLEASE NOTE: The Opera House has a limited stock of rigging hardware and will require that the Technical Director approve all flying methods before its' use.			



20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

OTHER:

Will you be having a 15 or 20 minutes intermission?	15 mins	20 mins
Will you have any of the following in your show?	Strobe	Yes No
	Gun Fire	Yes No
	Fog	Yes No
Do you require the stage door to be locked while you are in the building?	Yes	No

THEATRE EQUIPMENT

Do you require any of the following Theatre equipment?

Item	Check if required:	# of items	Notes
LECTERN/PODIUM			
CONFERENCE TABLES			
RISERS (limited stock)			
MUSIC STANDS* Max 24			
CHAIRS Max 90			
GRAND PIANO*			
UPRIGHT PIANO*			
HAZER*			
ASSORTED GOBOS (ask to see current stock)			
16" Mirror Ball (1) *			
Other Equipment Being Brought in: Please list any other effects equipment that you plan to bring into Orillia Opera House (e.g.: strobe lights, dry ice machines, video projectors, weapons, confetti, fake flame, etc...):			

ABSOLUTELY NO PYROTECHNICS ARE ALLOWED IN THE ORILLIA OPERA HOUSE BY FIRE MARSHALL ORDER. NO EXCEPTIONS

The Technical Supervisor has the final approval on all equipment, effects and staging techniques brought into Orillia Opera House by the rental group.

I have read and understand all items listed above.

Name
Please Print

Signature
This becomes the Authorizing Signature

Date