



RENTAL CONTRACT

Contract for use of facilities signed by the Centre culturel Frontenac
and the Applicant Below

1. INFORMATION

Applicant:		
Contact Person:		
Tel.	E-mail :	
Address:		
City:	Province : ON	Postal Code :

Please check one of the following:

Non-Profit Organization (Reg. #: _____)

Profit

2. TIME OF USE

Start:	Starting at
End:	End at

3. FACILITIES REQUESTED (Required)

Note: NP = Non Profit

	Capacity	Conférence		Concert		Théâtre/Danse		Additional hours
		NP	Profit	NP	Profit	NP	Profit	
Octave Theatre - 6 hours	Ref pt 5.	\$ 475	\$ 585	\$ 530	\$ 745	\$ 580	\$ 785	100\$/h
Octave Theatre - 1 hour	Ref pt 5.	\$100	\$135	\$ 120	\$ 155	\$ 135	\$ 170	n/a
Lobby - 6 hours <small>(For an exhibition or to sell food/product during a show)</small>	70	\$ 80	\$ 90	\$ 80	\$ 90	\$ 80	\$ 90	25\$/h
	Single Price							Extra Hours
	Max people	NP	Profit					
Brisebois room - 6 hours	50	\$ 125	\$150					50\$/h
Champlain room - 6 hours	30	\$ 85	\$95					25\$/h
Conference room - 6 hours	12	\$ 55	\$65					20\$/h

Rates do not included HST (HST# 13245 0933 RT 001)

The Octave Theatre rental includes technical and cleaning services.

An additional 50% of the hourly rate will be added to any extra overtime hours.

4. EQUIPMENT RENTALS (Optional)

	Equipment	Rate
Conference Brisebois Champlain	Projector	30\$
	Big screen (96x96")	40\$
	Sound System portable	40\$
	Video (VCR) + DVD +TV	30\$
	Movable Bar	40\$ (no deposit required)
	Paper board	10\$ (no deposit required)
	Dance floor (installation included)	332\$
	Photocopies	15 cents per copy
Octave Theatre	Projector (DLP, 6000 ANSI, WXGA)	60\$
	Piano (tuning included)	100\$
	Wireless Microphones (2) (batteries included)	40\$
	Extra Stage (risers for drums)	80\$

Rates do not included HST (HST# 13245 0933 RT 001)

For any equipment rental, a 100\$ deposit will be required of the applicant.

5. OCTAVE THEATRE RECONFIGURATION (Optional)

Format	Capacity	Rates
Bleacher	248 people	0\$
Empty	300 people	100\$
Half bleacher – Half Cabaret	200 people	120\$
Cabaret	120 people	150\$

Rates do not include HST (HST# 13245 0933 RT 001)

Any reconfiguration of the Octave Theatre will be done solely by the Centre culturel Frontenac.

6. BILLING

The facilities below will be at the Applicant's disposal during the period described in pt two (2) at the following cost:

Facilities	Use	Cost	Sub-Total Facilities
Octave Theatre (6 hours)			
Extra Hours, Octave Theatre (1 hour)			
Sub-Total Facilities			
TOTAL (before HST)			
TOTAL (after HST)			

AN INVOICE WILL BE SENT TO YOU AFTER THE DAY OF YOUR EVENT IN THE OCTAVE THEATRE

7. CONDITIONS OF USE

An agent of the Centre culturel Frontenac will be in charge as well as the first person to arrive and the last to leave when activity is over. This person will have the keys accessing the facilities necessary for the activity taking place. This person will deactivate and reactivate the alarm system.

I, or the organisation I represent, agree to pay the total amount of the cost for rental or use set forth in this Contract, and any additional charges within 30 days after the invoice reception. A late payment charge of 2% per month is applied to accounts which have unpaid balances

Cancellation of this Contract **less than three (3) weeks** before the activity is held **will result in the loss of 50% of the total billing amount** agreed on by both parties.

The applicant (incorporated group) and/or person whose signature appears on this Contract, is responsible for any damages to the facilities during the period of use outlined in point two (2) of this Contract. That person agrees to ensure that the equipment and the spaces used will be returned in the same condition they were prior to the commencement of the activity.

Any damage caused by misuse of equipment, vandalism due to a participant in the activity, or by returning the facilities in an unclean condition, may lead to significant supplementary costs.

If it is foreseen that alcohol will be consumed during the activity, the group or the person in charge must take the necessary steps for obtaining an alcohol permit and 'Smart Serve' certified personnel. A photocopy of the alcohol permit and the insurance obtained must be brought to the Centre culturel Frontenac prior to signing the contract for the use of the facilities.

Please note that it is forbidden to eat and drink in the Octave without the permission of the Executive Director.

8. IMPORTANT INFORMATION REQUIRED BEFORE THE ACTIVITY

LCBO License	<input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance	<input type="checkbox"/>	N/A <input type="checkbox"/>
Warranty Deposit (250\$ for the Octave Theatre) (at the signature of the contract)	<input type="checkbox"/>	N/A <input type="checkbox"/>

9. INSURANCES

The Applicant must provide a Certificate of Liability insurance showing Commercial General Liability coverage with limits no less than \$1,000,000 for the **Octave Theatre**. The Centre culturel Frontenac must be added to the Applicants CGL policy as an Additional Insured, only with respect to the event being applied for. The certificate must be provided at least 15 working days prior to the event. **If not**



charged to the Applicant.

10. SOCAN – (Performing Rights License)

SOCAN is a live music royalty fee applied by the Society of Authors & Music Publishers of Canada. For additional information please visit www.socan.ca. HST applicable.

11. RE:SOUND – (Recorded Music utilisation or Public Diffusion License)

All businesses are legally required to pay a licensing fee when broadcasting music or playing recorded music in public. Re:Sound is mandated by the Copyright Board of Canada, to provide music users with the licence(s) they need. For more information about RE:SOUND and their rates, please visit www.resound.ca. HST applicable.

12. DESCRIPTION OF ACTIVITY

Title of the activity : Dance show
Type of the activity (e.g.: AGM, conference, concert...): Student's dance show performance.

Person in charge :		
Address :	Tel.	
City:	Province:	Postal Code :

13. SEND THE INVOICE: (If different from Section #1)

14. SIGNATURE OF ADMINISTRATOR

Centre culturel Frontenac

Date

15. SIGNATURE OF APPLICANT

Applicant

Date