



Opera House Commercial Rental Agreement

This agreement for the rental of space(s) and/or services at Meaford Hall has made between the undersigned purchaser (herein called the "Purchaser") and Meaford Hall. This agreement stipulates that the Purchaser contracts for the rental use of specific space(s) and/or services at Meaford Hall under the following terms and conditions:

Name of Purchaser: _____
 Mailing Address: _____
 Business Phone, Email, Cell: _____
 Date(s) and Time(s) of Rental: _____
 HST #: _____

Rates and Fees	Commercial Rates	Expenses (please select appropriate fees from rates)
Opera House Theatre (3 technicians, max 10 hrs)	\$1900/day	
Additional Technicians	\$300/day	
Additional Technical Labour (beyond 10 hrs)	\$96/technician/hr	
Front of House Staff	\$200/day	
Rehearsal/ Setup Day (separate day booking < 5 hrs)	\$1600	
Missed Meal Breaks	\$96/technician	
Gallery Use (ie Silent Auction, Catered Reception etc)	\$525/day	
Kitchen Use (for catered events)	\$50	
Cleaning Fee	\$250/day	
Hospitality (details below)		
Co-op Advertising		
10% Marketing Fee (by ticket sales)		
3% SOCAN (by ticket sales)		
Plus: 10 % Box Office Fee (by comps)		
Plus: 2.00 CIF (by comps)		
Piano Tuning	\$150	
Tech Rentals		
Live Streaming, Recording or Broadcasting Fee	\$750	
Plus: 20% Merchandise Sales		
TOTAL		
HST		
Grand Total		
Less: 30% Security Deposit		
Proof of Insurance must be received 10 days prior to event		

Meaford Hall is a 94dBa house. Excessive sound levels are not permitted. For youth events per OHSA recommendations maximum levels at 85dBa

PLEASE READ THE FOLLOWING CAREFULLY PRIOR TO BOOKING MEAFORD HALL

TERMS OF LEASE

Rental times booked are inclusive. Meaford Hall will only be available to the purchaser during the times booked. When booking, please remember that a one day rate is for a maximum of 10 hours including set-up, strike and clean-up time. Technicians are given a one hour break every 5 hrs where the Opera House will be fully vacated by all clients and staff. Additional labour hours maybe booked at a rate of \$96/hr per technician. At all times the Purchaser and its representatives must comply with the policies and procedures and written and verbal instructions of Meaford Hall Management. Anyone in violation will be asked to leave the premises immediately on a first occasion with a warning. A second violation may result in the banning of an individual or Purchaser from the building for the duration of the tenancy. In this instance, no refund will be issued to the Purchaser. Additional staff maybe required at the expense of the Purchaser. See below for details.

PAYMENT AND CANCELLATION POLICY

1. Cancellations:

The cancellation of an event is acceptable under the following terms and conditions:

- i. All security deposits are non-refundable
- ii. For a cancellation of an event prior to sixty (60) days before the scheduled date a payment to Meaford Hall of 10% of the balance owing is immediately due.
- iii. For a cancellation of the event prior to forty-five (45) days before the scheduled date a payment to Meaford Hall of 50% of the balance owing is immediately due.
- iv. For a cancellation within thirty (30) days or less before the scheduled date then full payment of the balance owing is immediately due.

2. Deposits:

All deposits are required to be paid in full at the time of signing the rental agreement and are non-refundable under any circumstances.

3. Payments:

The balance of the rent is due in full prior to the start of the event. All rentals are subject to HST.

MEAFORD HALL PERSONNEL

The presence of MH staff is a condition of use. Meaford Hall will provide its own box office and front of house personnel as well as sufficient ushers. Meaford Hall will supply up to three qualified technicians. Additional technicians maybe required and are not part of the rental fee. The Meaford Hall Production Coordinator is responsible for safety and enforcing the rules and regulations of the Theatre and in conjunction with Meaford Hall Management will determine the number of technicians required to safely execute any and all performances. A stage plot must accompany the contract at the time of signing. ***Only an authorized Meaford Hall Technician is permitted to operate the projector, lighting and audio systems***

INSURANCE

Not included in the rent. Purchasers are required to provide proof of \$2 million third party liability coverage naming the Municipality of Meaford as 3rd Party Insured for all rental dates. The Purchaser is also responsible for coverage of any equipment brought into the venue. Proof of insurance must be supplied at least 10 days prior to the first rental date.

BOX OFFICE AND TICKET SERVICE FEES

Meaford Hall is pleased to act as a ticket agent for sales to the booked performances. Each ticket will include a \$2.00 capital fund fee for Meaford Hall. As well, there will be a 10% marketing fee and 3% SOCAN fee for any music on all applicable ticket sales.

COMPLIMENTARY TICKETS

Four (4) complimentary tickets are available to the purchaser and additional comps may be purchased for 10% of the ticket price plus ticket service charge. Meaford Hall Management reserves the right to retain four complimentary tickets for any and all events for the purposes of marketing and promotion.

CONCESSION

All proceeds of alcohol and concession sales are the property of the Municipality of Meaford. No other alcohol will be brought onto the premises or consumed by tenants, patrons or clients under any

circumstances. No other items may be sold nor fundraising occur without the prior consent of Meaford Hall Management.

STAGING, PROPS, SETUP & STRIKE

All staging and props must meet installation directions of the Technical Coordinator. No permanent installations of any kind are permitted. Purchasers must request permission from the Production Coordinator to hang any décor and/or set decoration. This includes attaching anything to any wall surfaces in the building. Purchasers are responsible for providing staff or volunteers to get props or sets into and out of Meaford Hall. All sets **must be flame proofed** and meet the Provincial Health & Safety requirements. Anything with a height greater than 10ft will be tested for flame proofing **before** entering Meaford Hall. Any damage done to Meaford Hall during load-in or load-out will be billed to the Purchaser. Cleaning fees at \$35/hr will be charged to the client for any garbage left behind. Purchasers are responsible for leaving the theatre in the same condition in which they found it.

ADVERTISING & PROMOTION

Any and all advertising/promotion utilizing the name or logo of "Meaford Hall," "Meaford Hall Arts & Cultural Centre," "Opera House," or any other information including contact details pertaining to this facility must be approved by the Manager in advance. This includes print, broadcast, television, web, flyers, posters, brochures and any other advertising/marketing tool. Co-op advertising opportunities are available. Please see the Manager or Marketing Coordinator for details.

Standard marketing opportunities included in the Opera House rental whereby Meaford Hall is the ticket agent include (graphic & synopsis must be supplied by Purchaser):

- website exposure at www.meafordhall.ca as well as other local, regional and provincial sites
- notice of event in all advertising 'sidebars' including print advertising and posters
- details promoted at Box Office via digital presentation
- posting on outdoor marquee as available
- posting in any/all coming events including time-relevant magazine advertising (subject to deadlines)
- posting and descriptive paragraph in brochure (subject to deadlines)
- Box Office Lobby "slider"
- inclusion in mass email of coming events
- Facebook Event and twitter updates

To take advantage of these opportunities the Marketing Coordinator must be supplied with 50 word promotion write up and high resolution photos. Meaford Hall endeavours to provide marketing support but cannot be held responsible for errors or omissions.

OPERA HOUSE DETAILS

Meaford Hall Opera House has seating for 234 people on the main floor and 96 seats on the balcony for a total of 330 seats. All seats are reserved. The first five rows of the main floor and the first 3 rows of the balcony are premium pricing. Meaford Hall is fully climate controlled and the main floor is wheelchair accessible.

LIGHTING/SOUND EQUIPMENT/HOUSE LIGHTING PLOT

Detailed specifications provided upon request or may be viewed on our website www.meafordhall.ca

PROCEDURES

- Please refer to the Rental Handbook for a complete list of procedures
- Smoking is prohibited throughout the premises including in all stairways, green room and opera house areas.
- Open flame and fire is prohibited throughout the building including candles. All staging, drapes, curtains, netting and other similar or decorative materials shall meet the flame resistance requirements of the Fire Code.
- Meaford Hall is a composting, recycling facility and all waste must be sorted into appropriate containers. Appropriate recycling and composting bins will be readily accessible in the Green Room. A water pitcher and glasses may be requested in lieu of water bottles. A filtered water bottle refill station is located in the Box Office lobby.
- No bicycles are allowed in the building. Roller blades must be removed at the ground floor level.

- No outside food or drink is permitted in the Opera House, except water in resealable containers. Food and drink purchased at the Meaford Hall concession will be allowed in the Opera House at the discretion of Management.
- Youth participating in the performance will be supervised by designated adults while in the building
- All persons inside the theatre during performances (including all members of the visiting company) MUST have a ticket. No unauthorized person is permitted to stand in the aisles.
- Only authorized persons are permitted in the backstage area and all others will be asked to leave immediately at the discretion of Meaford Hall Staff.
- The theatre remains locked when not in use for performances or scheduled rehearsals and/or technical work. Access to the theatre must be requested via the Production Coordinator in advance to ensure that someone is available to grant access at the requested time.
- The aisles and area behind the seating unit must be kept clear at all times. All promotional and or display items for the Visiting company must remain in the designated areas.
- The theatre is to be cleared of patrons and volunteers immediately after each performance. Visiting company members should utilize the lobby area to interact with guests or patrons.
- Theatre Management is not responsible for the loss of items left unattended in the theatre or public areas.
- The Purchaser is expected to vacate the premises within a reasonable length of time following the end of their booking; in most cases this would be within 1 hr from the last patron leaving and no later than 2 hours after end of performance.

RELEASE- 3rd PARTY NON-COMMERCIAL VIDEOTAPING

This document provides a release of rights and costs for use of Meaford Hall for the purposes of an archival videotaping/recording which includes no more than one stationary camera position and one feed from the Audio Console. (Note: 2 seats must be reserved for the videographer in the Balcony)

In addition, the Performer certifies that permission from any minors performing has been obtained.

On behalf of Purchaser: _____ (initial if applicable)

PHOTO, VIDEO AND MUSIC COPYRIGHT RELEASE

The Purchaser hereby warrants being the legal copyright owner of any pre-recorded music and/or images projected onto the screen during the performance. By signature, this form releases Meaford Hall and the Municipality of Meaford from any and all liability for the use of images, music or photos by its rental clients.

On behalf of Purchaser: _____ (initial)

RENTAL HANDBOOK

A copy of the Rental Handbook is available by contacting Meaford Hall at info@meafordhall.ca or online at <http://www.meafordhall.ca/book-your-event.cfm>

TICKETS

1. Performance Details: (use as much space as needed)
 - a. Performance Title: _____
 - b. Presented by: _____
 - c. Is there an opener? _____ (provide as much detail as possible)
 - d. Please note that there is 80/20 split to the artist on all merch sales _____
 - e. Do you have VIP Pricing (is available for first 5 rows main floor and 3 rows balcony.) _____
 - f. Do you have student pricing? If so, what age is a student? _____
 - g. Ticket Price _____ (plus \$2.00 capital improvement fee, 10% marketing fee & 3% SOCAN)
 - h. HST? If so what is your HST # _____
 - i. Performance Date(s) & Time(s) _____
 - j. Other ticket information ("donations to" **or** no refunds/exchanges) _____
 - k. Is there a show sponsor? If so provide detail about requirements _____
 - l. Settlement cheque should be made payable to _____
2. Discounts for tickets: please indicate which promotions you will participate in (optional):
 - a. Community Living – support worker gets a free ticket
 - b. Group Discount – 10% off for groups of 12 or more people.

Meaford Hall Rental Quick Schedule

Note: per Employment Standards Act, a 60 minute meal break must be given to the technicians every 5hrs worked during which time the opera house will be **fully cleared and locked**. The Production Coordinator is available to discuss your schedule and find mutually agreeable times for breaks to maximize your time in the Opera House. A "buy out" for each missed meal break can be made at the rate of \$96 per technician.

Please contact the Production Coordinator at meafordhalltech@gmail.com before distributing the following schedule to your company. Once complete please email to meafordhalltech@gmail.com or fax it to the attention of the production department at 519-538-6754.

Please complete for the number of days you are using the Opera House for Dry Rehearsals, Tech/Dress Rehearsals and Performances:

Date:	Time:
Load-in (arrival at Meaford Hall)	
Sound Check:	
Performance Start Time:	
Performance End	
Load-Out (please be clear of the building within 1 hr after end of performance)	
Don't forget to schedule a 1 hr meal break with the theatre fully cleared/locked at least every 5 working hours to avoid penalty	

We, the undersigned agree to the all the terms and conditions of this agreement as outlined above.

On behalf of the Purchaser: _____ Date:_____

On behalf of Meaford Hall: _____ Date:_____