

RENTAL QUESTIONNAIRE

Thank you for your interest in Massey Theatre.

In order for us to assist you in considering planning an event at the Massey, we kindly ask that you submit to us, with as much detail as possible, answers to the questions listed below.

1. Name/Organization _____
2. Date(s) Requesting _____
3. Contact Information _____
4. What type of show would you like to present?
 - Dance
 - Musical Concert
 - Variety Show / Mixed Programming
 - Fashion Show
 - Seminar
 - Other _____
4. Briefly describe in one paragraph what your event is about; including activities that may take place pre/post show.

5. Do you expect a rehearsal on-stage prior to the start of your event?
6. Do you have any specific or elaborate technical needs that we need to be made aware of?
(For example: specific lighting requirements, video projection or a large-scale set-up for a band?)

7. What time do you expect your performance to begin at?
8. How many hours will your event be, including intermission?
9. Who will be the production manager for your event and do they have experience with technical planning and production facilitation?

10. Is your organization a registered non-profit society that is recognized in the province of BC?
Please provide Society # _____

12. Do you have venue references from past events you've produced?

13. Is your event public or private?

14. Please describe what your plans for ticketing will be? Please note that the use of the Massey Ticket Centre is included and required in all rentals. (For example: Reserved Seating / General Admission / Free?)

By providing the details to the questions above, Massey Theatre can better advise you of the resources and personnel that we can offer based on the type of event that you are planning.

As we often receive multiple requests for the same dates, there is a process to go through before final booking confirmation can be given.

Once this information is submitted to our administration office, an assessment period will take place. This process normally takes around 30 days or less, dependent on the number of rental inquiries received for the date(s) in question. This will also be the period when a cost estimation can be put together to give you a sense of what is included in the rental versus any additional costs that may be applicable, based on the information that you provide.

If you have any further questions, I can be reached directly at the contact information listed below. Thank you again for considering the Massey Theatre as a possible location for your upcoming event. We look forward to hearing back from you.

Sincerely,
Minna Nikula, Administrator
Massey Theatre Society

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