

# Venue Rental Policies and Procedures

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## Administration Hours of Operation

- Monday to Friday 9:30am-5pm

## Theatre Bookings

- Massey Theatre will maintain a one year running calendar of activities and will accept tentative event dates for potential Licensees for available dates within that one year period.
- Bookings may not be accepted within 3 weeks of the event.

## Booking Steps

1. Inquiry for date
2. Log of request
3. Rental Questionnaire and Highlight sheet sent to client as well as follow up
4. Massey staff meeting to discuss issues or competing shows within the time frame
5. If there is another client wanting the same date a challenge may be presented
6. Once the deposit is paid, the booking then becomes formal.

## Challenging Dates

Events will be scheduled and held on a tentative basis until the date is released or a contract signed at which time the date is considered confirmed. If, prior to confirming, there is a second request for use of the same time, the organization first requesting the date will be asked to sign their contract and make a deposit for the designated time of use. If the first party requesting chooses not to make that deposit or does not respond within 5 days, the date will be released to the second party upon signing of the contract and payment of deposit.

## Rental Rates

- Rates are based on 3 categories: Non-Profit, Commercial and Resident. Proof of Non Profit Society status is required.
- Rates are based also on days of the week. Monday - Thursday, Friday – Sunday and Statutory Holidays.

## Insurance

- A certificate of insurance is required for the event with coverage of two million dollars.

## Payment Schedule

Deposits are as follows:

<b>Security Deposit</b>	To formally reserve facility	Non Refundable and Non Transferable	<b>50% of 2.1(a) or a minimum of \$1,000</b>
<b>Subsequent Deposit 1</b>	Due 6 months prior to Event	Refundable until 60 days prior to the event	<b>25% of 2.1(a)</b>
<b>Subsequent Deposit 2</b>	Due 60 days prior to Event	Non Refundable and Non Transferable	<b>25% of 2.1(a)</b>
<b>Subsequent Deposit 3</b>	Due 2 weeks prior to Event	Reconciled on Final Invoice	<b>100% of 2.1(b)</b>
<b>Damage &amp; Cleaning Deposit 4</b>	Due 2 weeks prior to Event	Reconciled on Final Invoice	<b>100% of 2.1(b)</b>
<b>Final Invoice</b>	Reconciled 1 week following Event	All remaining charges or reimbursements	<b>Remaining Charges or reimbursements</b>