



RENTAL QUESTIONNAIRE FORM

Only fully completed forms will be considered.

AVAILABILITY

Date(s) requested

Space(s) requested *(check all that apply)*

Massey Theatre (1,260 seats)

Studio 1A (Dance/Rehearsal Room; 158 sqm.)

Studio 1B (Presentation Room; 186 sqm.)

Studio 1C (Event and Presentation Room; 366 sqm.)

Studio 2A (Rehearsal/Meeting Room; 77 sqm.)

Studio 2B (Music/Meeting Room; 77 sqm.)

Studio 2C (Multi purpose Room; 50 sqm.)

Studio 2D (Digital Hub – Audio/Video Lab; 191 sqm.)

Plaskett Gallery (Reception/Small Event; 158 sqm.)

Boiler Room Lounge (Reception/Small Event 24 seats)

**For more information, please visit www.eighthandeight.com/spaces/*

CONTACT INFORMATION

Name / Organization

Contact person

Title/position

Phone number

Email

Mailing address

Is your organization a registered non-profit society that is recognized in the province of BC?

If so, please provide your society number:

EVENT DETAILS

Event title

Briefly describe what your event involves. Include activities you are hoping will take place pre/post event/show etc.

TECHNICAL REQUIREMENTS & LOGISTICS

Describe any technical needs you have. (For example: large group of performers or presenters, livestreaming and filming, major equipment installation, specific lighting requirements, video projection, follow spot or a large-scale set up for a band?)

***Please attach technical riders, floor plans, equipment lists or specifications.**

Note: Audiences are required to remain seated during performances in Massey Theatre.

Plans are subject to approval by the Massey Theatre Society.

How many participants are expected to perform or present at this event?

What time will your event begin and end (please note, the amount of time you will need to be onsite will be determined collaboratively should a booking occur.)

FOOD, BEVERAGE AND FRONT OF HOUSE SERVICES

Will there be an intermission? **Yes** **No**

Please describe your needs for food and beverages for performers, organizing team, guests or VIPs? Include details on when, where, what and who you would hope to serve.

*** Note that all Food and Beverages are managed by the Facility. Please request further information if needed. Plans are subject to approval by the Massey Theatre Society.**

Are you hoping to place displays and / or sell merchandise on site? Please describe your plans in detail.

***A commission of 15% applies to onsite sales. Plans are subject to approval by the Massey Theatre Society. Canadian touring artists selling their own CDs or LPs are not required to remit this commission on CDs or LPs only.**

TICKETING SERVICES

What is your anticipated audience attendance, if applicable?

Is your event public or private?

Please describe ticketing or entry to the event / performance? (For example: Sold Tickets, Free Tickets, By Donation, Registered event)

***All ticketing and admission is managed by the Facility as an in house service. Please request further information if needed. If your plans are highly specific a discussion of our capabilities and policies will be held in advance of booking. Plans are subject to approval by the Massey Theatre Society.**

COMMENTS

Any other information you can share or questions you have for us?

REFERENCES

If you are a new client, please provide venue references on past events produced:

Please Note: Guidelines for public assembly, health and safety, food and Liquor service and Security are applicable for all Facility uses. We will work with all users, prior to booking, to ensure their plans are well suited to the Facilities and are possible to achieve while adhering to the applicable regulations and policies.

By providing the details to the questions above, Massey Theatre and Eighth & Eight Creative Spaces can better identify the schedule, resources and personnel that will be required to ensure your event is a success.

Once this information is submitted to our administration office, an assessment will take place. This process takes time which can be reduced by providing as much information as possible now

Thank you again for considering our Facilities as a possible location. We look forward to hearing from you.