



Fernie and District Arts Council Theatre Policy

All theatre bookings require the completion of a rental information form via the theartsstation.com . Confirmation will be on the payment of the deposit. Renters must adhere to the following policy items:

Facilities:

1. Requests for theatre use must be made in writing and include a complete description of the intended event including: overview of event, requested set-up, target audience, organizer contact information, equipment required (lighting, sound, technical), information about where tickets will be available for purchase and for profit or not for profit status.
2. All theatre use is subject to approval by the Arts Station. Arts Station events maintain priority booking.
3. Only authorized personnel are permitted to be backstage or in dressing rooms.
4. The painting of the stage area and/or the attaching of materials of any sort to the walls or surface areas of the theatre or areas adjacent to the theatre by any means (nails, tacks, tape, staples etc.) must be approved by the Arts Station administrator.
5. All set-up and dismantling of equipment, sets etc. must occur during the specified rental agreement. If the stage is painted it must be returned to its original state 24 hours after usage, including all removal of set pieces, props, costumes etc. Any articles leftover from the event will be disposed of within a 48 hour period.
6. Construction inside the premises is not permitted. Set designs, displays, effects and scenery must be approved prior to the event (1 month in advance).
7. The applicant will hold the Fernie District Arts Council and Arts Station harmless at the time from any claims or damage on account of injury to anyone using the Art Station facilities and grounds in connection with the function sponsored or operated by the Renters.
8. Any extraordinary cleaning costs, repair, damage or replacement costs incurred during a rental will be billed to the contracted Renter. The space must be left as the Renter found it.
9. The use of smoke machines, fire, rice, sparkles and confetti are prohibited in and around the Arts Station facility and grounds.
10. Smoking is strictly prohibited in the building.
11. All events must adhere to the laws of Canada, laws of BC, bylaws of the City of Fernie, copy write laws, SOCAN requirements and any other statutory or common law right of any person, firm or corporation.
12. In the event of cancellation of an event by the Renter, the Renter will make public announcements at a reasonable frequency, at the Renter's expense, immediately upon cancellation. In the event that refunds are to be issued, the Renter will be responsible for refunding monies for tickets to patrons and will have a representative available in the facility at the time of the cancelled performance. In the event of cancellation, the Theatre will be closed and not be available to the Renter
13. Arts Station personnel will have the right to enter any part of the facility at any time.
14. If the Renter wishes to include serving alcohol during their event permission must be granted from the Arts Station. The Renter is responsible for acquiring their own liquor license for their event, and must adhere to BC Liquor Laws. In addition to this license the Renter must also obtain the required insurance as outlined by the City of Fernie.



Technical Services

1. The use of the technical facilities (lighting, audio, electrical equipment) will be supervised by the Arts Station's technical director at an additional charge to the user. Permission to access and use the sound booth will be used by trained and authorized personnel only. Access to the sound booth is permitted only by the authorization of the Arts Station's technical director.
2. Technical production-sound/lighting/rigging/dressing room rules and any other materials must be approved in advance by the Arts Station Technical Director as well as conform to all fire and safety codes. Smoke machines and open flames are not permitted in the Arts Station facilities. The Arts Station may require written evidence that all such codes have been observed and that operators have the required license(s).
3. All technical requirements and arrangements will be agreed upon between the user and the Technical Director no later than 14 business days prior to the event.
4. Adaptations or changes to the integral systems of the theatre will not be undertaken without the approval of the Technical Director.

Safety and Security

1. A certificate of liability insurance must be demonstrated in an amount acceptable in accordance with the City of Fernie's bylaws. The renter may be required to acquire additional insurance for the use of the space. This will be at the discretion of the Art Station staff.
2. The Fernie District Arts Council reserves the right to cancel any event in which public safety is at risk, and adhere to fire safety regulations.
3. Fernie District Arts Council reserves the right to ask organizers/guests to vacate the premises immediately if the conditions of this policy are violated, or if safety concerns arise.
4. Fire exits, access routes, fire safety equipment and utility areas must not be obstructed in any way.
5. Fernie District Arts Council maintains sole discretion to require additional security at any events at the organizer's expense.

Rental Policies

Accepted Usages - All usages are subject to the approval of the Art Station's administration. Some examples of potential usages are: meetings, workshops, exhibitions, artistic performances, celebrations.

Reservation Deposit: A reservation deposit of \$100 must be paid to reserve the date for your event. This deposit will be returned after event if no additional charges have been incurred (eg cleaning). Full payment is required 4 weeks before the event.

Cancellation: In the event of a cancellation made in writing more than 4 weeks before the event, the reservation deposit will be fully refunded, minus a 15% administration fee. If for unforeseen reasons the Arts Station is unable to accommodate the event the deposit will be refunded in full.

Damage/Disappearance Deposit: A credit card number is required at the time of booking which will be charged in the event of damages to the space and/or equipment. Once the Theatre has been inspected

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by the Art Station representative and found to be in good condition, your card information will be shredded and disposed of.

Rental Classifications

Definitions:

Commercial: Any group using the theatre for profit, when an admission fee is charged, tickets sold, or a service or product is offered for sale.

Private: Any group function not open to the public that does not charge any type of fee or admission for the event.

Non-Profit: A community or other organization that operates expressly for the benefit of the community or a cause such as schools, service clubs, etc. (Note that you may be required to submit a copy of your current tax-exempt letter or certificate at the time of your reservation).

Art Station Guild/User Group: An existing Arts Station guild or user group which works out of the Arts Station, with all members in good standing. Please refer to guild policies.

There are three rental rate classifications for the Art Station Theatre:

1) Commercial/ Professional Touring and Meeting Use (Ticketed)

Touring professional companies, performers or their agents who take gross box office receipts, including sales meeting, political rallies and fundraisers, commercial films, conferences, conventions and seminars.

2) Non-Profit (Ticketed)

Performances by non-profit organizations or groups, information meetings or arts events.

3) Arts Station Guilds and User Groups (Ticketed)

Includes performances, showcasing, and workshops by Guilds with all members in good standing.

Rental Rates

Commercial Group/Private:

- For rental fee please refer to Fee Schedule
- User must work their own Front of House and supply their own cash float for the door
- If the event is relevant to the FDAC's mandate the Arts Station will share information about the event via their online and social media platforms. The user group is responsible for providing the Arts Station Staff with the promotional materials.

Non-Profit:

- For rental fee please refer to Fee Schedule
- User must work their own Front of House and supply their own cash float for the door

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- If the event is relevant to the FDAC's mandate the Arts Station will share information about the event via their online and social media platforms. The user group is responsible for providing the Arts Station Staff with the promotional materials.

Arts Station Guild/User Group

- For rental fee please refer to Fee Schedule
- User must work their own Front of House and supply their own cash float for the door
- Arts Station Staff may assist with basic promotion of event (listing on website, and social media outlets up-to three weeks prior to the event), and aid with ticket sales. The user group is responsible for providing the Arts Station Staff with the promotional materials.
- If volunteer support is needed, the Arts Station Staff will aid you in finding volunteers. Arts Station database for volunteers may be accessed to aid. However, the event organizer will be responsible for communicating and organizing selected volunteers
- Liability insurance may be covered for the event, however this is subject to FDAC board approval.

Please Note:

- Any event which is not an Arts Station run or supported event is not authorized to use the Arts Station logo.
- Any posters that are not for Arts Station events may be placed on the community arts board. Any posters put on the Arts Station events boards will be removed.
- Renters are required to have a walk through ahead of the event during Arts Station office hours Mon-Fri 10-3pm.
- FDAC staff are not required to assist private renters with their event in anyway once access has been given.
- Equipment included in the rental is limited to chairs and tables.
- The Arts Station is a multi purpose facility and renting a space is not exclusive use. Renters should be aware of others in the building and share common areas.