



Theatre Phone: (780) 539-2442  
Theatre Fax: (780) 539-2745

Grande Prairie Regional College  
10726 – 106 Avenue, Grande Prairie, AB T8V 4C4

## Douglas J. Cardinal Performing Arts Centre

### Application for Use

This is not a confirmation to use the Douglas J Cardinal Performing Arts Center. After this application is returned, a GPRC rep will confirm that the requested date is available, and that all technical and stage requirements are feasible.

<b>Name of Event:</b>
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<b>Renter info</b> (for Billing and insurance purposes)	Name:
	Address:
	Phone Number
	Email

<b>Contact Person</b> (for Technical Requirements)	Name:
	Phone Number
	Fax Number
	Email

Date (s)	Activity

**Please explain what Event is under activity:** (include how many people are traveling or involved with show, what purpose of performance is; fund-raiser etc.  
If possible please include a rough stage diagram on separate sheet of paper.



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<b>General Information:</b>		
	<b>Date</b>	<b>Time</b>
Arrival/Load-In Time		
Sound Check/Rehearsal Time (s)		
Time that event will be out of venue – strike, load out, and clean up must be done by the time mentioned		

<b>Performance information:</b>		
	<b>Date</b>	<b>Time</b>
Audience entrance Time (s)		
Performance Start Time (s)		
Total Length of Performance (start to finish, include Intermission)		
Length of 1 <sup>st</sup> half (if applicable)		
Length of intermission (if applicable)		

If user has more than one performance, please include details on separate sheet of paper.

**PLEASE NOTE:**

- 1). All time for rehearsals, sound/light checks, load in/out must booked for a event. \* Clean up must be done after event.
- 2). A Technician will be in the space at all times of a booking for safety reasons, in case of emergency and supervision of space and equipment. Time for Technician will be charged accordingly.



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## Basic Event info

<b>Who will be selling Tickets for performance?</b> (please check options that apply)	
<input type="checkbox"/>	Crystal Centre will be selling tickets *
<input type="checkbox"/>	Client will be directly selling tickets
<input type="checkbox"/>	Other

\* GPRC has an agreement with the Crystal Centre box office and will arrange ticketing as requested.

\* Please refer to clause 4 of the rental agreement regarding ticket revenue access.

<b>Ushering / Front of House Management</b> (please check option that applies and contact GPRC to confirm FOH arrangements.)	
<input type="checkbox"/>	User requests that GPRC Provide Front of House and Ushering. * Charges will apply accordingly.
<input type="checkbox"/>	User will provide Front of House personnel to be trained by GPRC Personnel for the performance(s). Please contact GPRC Theatre Services to confirm details.

<b>Coat Check Services</b> (please check option that applies)	
<input type="checkbox"/>	User requests that GPRC provides personnel to manage and monitor coat check. * Charges will apply accordingly.
<input type="checkbox"/>	User may monitor and manager Coat Check if they have two reliable and responsible volunteer to secure Coat Check at all times during the event.
<input type="checkbox"/>	No Coat Check required

\*\*\* Please note that GPRC does not take responsible for any lost or damaged items.

<b>Latecomer protocol:</b>	
<input type="checkbox"/>	Will you be allowing late comers to enter the performance once doors have closed? YES / NO
<input type="checkbox"/>	If yes to above question, at what time in the start of the performance are latecomers allowed to enter theatre and find seats?
<input type="checkbox"/>	If NO to the above question, who should be the contact for late patrons.

<b>Concession Services:</b>	
<input type="checkbox"/>	Will you be wishing to have a Concession open or Catering supplied? YES / NO
<input type="checkbox"/>	If yes to above question, there is a catering company onsite. Please contact them at 539-2808.



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\*\*\* Our Caterer has a 'first right of refusal' on all beverage and food sales.

<b>Bar Services:</b>	
<input type="checkbox"/>	Will you be wishing to have alcohol served during your event? YES / NO
<input type="checkbox"/>	This item is a separate negotiated item. * Charges will apply accordingly.

\*\*\* Trained/certified personal and insurance requirements must be met.

<b>Merchandise tables / sales</b> (please check option that applies)	
<input type="checkbox"/>	User requests that GPRC provides personnel to sell & keep secure Merchandise. * Charges will apply accordingly.
<input type="checkbox"/>	Client will provide Merchandise personal. * GPRC takes no responsibility for lost or stolen items.
<input type="checkbox"/>	No merchandise sales requested

\*\*\* There is a 5% gross sales surcharge for any items sold on property.

## Basic Technical Questions

(Comprehensive details to be discussed once booking is confirmed)

<b>Theatre Lighting:</b>	
<input type="checkbox"/>	I require variable lights for the Audience area
<input type="checkbox"/>	I require only a podium light
<input type="checkbox"/>	I require some very basic stage lighting
<input type="checkbox"/>	I require full stage lighting
<input type="checkbox"/>	I require full Theatrical Stage lighting w/ advanced Q setting

<b>Theatre Audio &amp; Sound:</b> (check all that apply)	
<input type="checkbox"/>	I require no Audio or sound support
<input type="checkbox"/>	I require basic CD playback to audience
<input type="checkbox"/>	I require a basic or Podium mic
<input type="checkbox"/>	I require wireless microphone (explain use)
<input type="checkbox"/>	I require advanced audio and sound w/ Q setting

<b>Other:</b> (check all that apply)	
<input type="checkbox"/>	I require use of the big screen
<input type="checkbox"/>	I require use of the Video / Data projector
<input type="checkbox"/>	I require use of the main curtain
<input type="checkbox"/>	I have a set and props
<input type="checkbox"/>	I require assistance onstage or during load-in



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<b>Theatre Special requirements / effects:</b> (check all that apply)	
<input type="checkbox"/>	I would like to use some special effects
<input type="checkbox"/>	I have other advanced requirements that need discussion
<input type="checkbox"/>	I would like to hang / rig something with in the theatre

\*\*\* Any special requirements not discussed before load-in will not be allowed to happen and could result in delay or cancellation of your event.

**PLEASE NOTE:** Regarding Technical Requirements

Event organizers need to be in contact with the GPRC Technical personnel well in advance of event regarding Technical requirements for the performance. Some technical equipment may need to be rented or booked through GPRC Media Services and will be charged accordingly. Other equipment may need to be located and rented from outside sources. All third party rentals & purchases by GPRC for the renter will result in a 5% surcharge on incurred costs.

The names below are the staff members within GPRC currently responsible for Theatre Services. If you have any questions, please contact them directly at the number or email addresses as listed below.

Name	Position	Email.	Duties
Robert Cole	Theatre Manager	539-2442 <a href="mailto:DJCTheatre@gprc.ab.ca">DJCTheatre@gprc.ab.ca</a>	Contact for all things theatre
Michele McNeil	Theatre Assistant	As above	