



Phone: (780) 539-2442

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

Douglas J. Cardinal Performing Arts Centre

BOOKING Procedure

GPRC manages the Douglas J. Cardinal Performing Arts Centre, located on the GP Campus and the Fred Speckeen Theatre located on the Fairview Campus.
This booking policy is created for Users, in order to familiarize them with the booking requirements and information needed to book these venues.

A. The Booking process will proceed as follows.

1. Request

After receiving a written booking request GPRC will:
Check to see if requested date is available

If the requested date **is not** available the booking will not progress past this step:
If a hold is already on the dates, the request will be put in the que.
If the date is already a confirmed booking, no que will be created.

If the requested date **is** available GPRC will:
Put a temporary “hold” on the dates requested for a period of 5 working days.
Forward the “**Application for use of the Theatre**” form to the User to be filled out and returned.

Note: if the hold period expires, the dates become available and the next group in the Que will be contacted.

2. Application

Upon receiving the “**Application for use of the Theatre**” from the applicant (and approving it as complete)
Check to see if the requested date(s) is/are still available

If the requested date is not available the booking will not proceed.
If another hold is already on the dates, the request will be put in the Que.
If the date is already a confirmed booking, no que will be created.

If the requested date **is** available GPRC will:
Put a temporary “hold” on the dates requested for a period of 30 days
GPRC will then send the Rental Agreement to be signed.

Note: if the hold period expires, the dates become available and the next group in the Que will be contacted.

3. Rental Agreement

The User shall, within 30 days, send back the signed contract and deposit to confirm the rental.

Upon receiving the Signed Rental Contract & deposit from the applicant (and approving it as complete) GPRC will:
Lock off the booking date (s) as a confirmed booking.
Return a confirmed booking notice to the user.

Note: if the hold period expires, the contract becomes defunct and the dates become available and the next group in the Que will be contacted.



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Rental Rates (Day rate is 5 hours maximum)	Douglas J Cardinal Performing Arts Centre (508 seat house)	Dr. Fred Speckeen Theatre (311 seat house)
Non-Profit - not-for-profit organization, registered charity, and local educational institutions.	\$120/hr for venue rental	TBA
Commercial commercial users, using Theatre in conjunction with businesses or organizations that are not registered as not-for-profit or charities. Includes performances that are attempting to earn profit from Theatre Usage.	\$150/hr for venue rental	
Projector Rental Both venues have a projector and screens available	\$200/ rental	
Technical Set-up/Operation	\$30/hr for 1 st Technician \$25/hr for 2 nd Technician (if required)	
Merchandise Fee	Merchandise Fee to be paid to GPRC is 5% of all merchandise sold.	
Front of House	\$30/hour for the service of the Front of House Manager. GPRC reserves the right to assign a Manager based on the rental groups' usage and requirements.	
Usher / Ticket Taker / or Merchandise sales	\$15 / hr for each person supplied	

*all times are booked upward to the nearest half hour.

* there will be a scheduled lunch/supper break for the technician(s)

* all staffing costs are subject to overtime rates of \$45 / hour

A deposit of \$300 (non-refundable within one month of a canceled booking) is required at time of confirmation of booking to secure the event dates.

Technical Assistance with Preshow Planning and Performance Operation

GPRC's Theatre Manager is the User's primary technical contact and will help to detail the User's technical requirements (lighting, audio or video, staging, tables, chairs etc) and scheduling. Further services may be available in a design (lighting, set or audio) or other capacity. Fees for any extra services will be negotiated and added into the Rental Agreement if necessary.

The Manager will be in contact to discuss initial scheduling and/or tech requirements. The User should contact the Manager immediately should any changes become necessary regarding scheduling or technical requirements. Changes may not be possible with less than 7 business days notice. The earliest notification as possible will help to ensure all changes are possible.

Technical information packages are available upon request.

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 this Technician will be charged accordingly.