

Return to: Melinda Tallin, UW Theatre & Film, 515 Portage Avenue, R3B 2E9 theatre.uwinnipeg.ca

**CONTACT INFORMATION**

Date Completed: \_\_\_\_\_

(Name of Person, Company, or Organization legally bound by the rental contract (Licensee))

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Person (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SCHEDULES à Y-™ctEFm1¥ZXX òUZDte(s) of use**

	Specific hours of use		Specific hours of use

Additional space requirements (studios, rehearsal or warm-up areas); may be available at additional cost:

\_\_\_\_\_

Public Performances (list dates AND times): \_\_\_\_\_

\_\_\_\_\_

**HOUSE MANAGEMENT, USHERS, AND ACCESS**

A House Manager - who must remain in the lobby for the entire duration of EACH PUBLIC EVENT - is required. Please refer to the House Management information sheet attached, and indicate requirements or arrangements below:

House Manager required:  OR Renter will supply House Manager:   
 see rates & conditions sheet

A minimum of 2 ushers (3 if the balcony is used for seating) are required for each public event in the Theatre

2 (or 3) Ushers Required:  OR Renter will supply their own Ushers:   
 see rates & conditions sheet

Access Card Requirements - List those who require access. Programming is included for 2 cards per rental. Licensee is responsible for all card charges & for returning cards to the Venue Technician at the end of the rental. Lost Cards: \$10 per card. Additional cards: \$10 per card

If Volunteer House Manager(s) are to be used they must be listed below

Card User Name	Phone #	Card User Name	Phone #

A detailed schedule is attached (check):

OR will be provided by (Date):

Will you have a Stage Manager to "call" the show?