

**RENTAL INFORMATION FORM**

Sandra McRae, General Manager, The BlueShore at Cap  
Tel: 604.990.7910 | Email: sandramcrae@capilanou.ca

Organization Name: .....  
Organization Address: .....  
Contact Name: ..... Business Phone: .....  
Contact Email: ..... Cell Phone: .....  
Cost Centre (internal Capilano University clients only): .....

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**EVENT INFORMATION**

Name of event: .....  
Event date(s): .....  
Event start time(s): .....  
Doors open time: .....  
Intermission: Y N Intermission time: ..... Intermission length: .....  
Estimated length of show (including intermission): .....  
Are there any age restrictions for admission? .....  
Anticipated attendance: .....  
Brief description of event: .....  
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.....  
Website for further event information: .....

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**TICKETING INFORMATION**

Type of ticketing for your event: Ticketed Free Admission By Donation Other  
Type of seating for your event: General Admission Reserved Seating  
Ticket Price(s): .....  
Tickets may be purchased: In Advance At Door Both  
Telephone # for advance ticket sales: .....  
Website for online ticket sales: .....  
In person sales? Location & address: .....

Address: Capilano University, 2055 Purcell Way, North Vancouver, BC V7J 3H5 Tel: 604.990.7910 Fax: 604.990.7812

## HOUSE INFORMATION

If it is General Admission, do you require seating reserved for the following?

Media #: ..... VIP #: ..... Other Requests: .....

Are you aware of anyone needing accessible seating? If so how many? .....

Would you like us to seat latecomers? Y N

Through back door? (enters at back of theatre) ..... Though front door? (enters in front of stage) .....

Are there further instructions / requests for latecomer seating? .....

Is video or audio recording by the audience allowed during your event? Y N

Is non-flash photography allowed? Y N

Will you be using any of the following in the House during the event?

Photographer Y N ..... Videographer Y N ..... Audio equipment Y N

Do you have any equipment / stage set up that would obstruct patron seats? Y N

\*Any seats obstructed, used for equipment, or photographer/videographer must be removed from your sellable ticket inventory.

\*Please liaise with BlueShore on site technician on location and details of placement.

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## LOBBY INFORMATION

Would you like to request the use of the lobby for a special function/reception? Y N

If YES: Pre-show? ..... Post-show? .....

Are you requesting special set-up in the lobby?

Banners/Posters? ..... Displays? ..... Tables? ..... Chairs? .....

\*Only green painters tape is permitted on lobby walls.

\*Please liaise with BlueShore Front of House Manager to arrange location and set up.

Will you be selling any merchandise? Y N

If YES please indicate item(s): .....

\*BlueShore Financial Centre for the Performing Arts receives 10% of all merchandise sales.

\*Reconciliation must be done in cash on the night of your event. Please provide your own float and bring adequate change.

## FOOD SERVICES INFORMATION

- Concession service is subject to staffing availability and not guaranteed. We will do our best to provide service for your event.
- No concession services will be provided for events that do not have an intermission.
- Alcohol is not permitted to be sold or served by anyone other than The BlueShore at Cap staff.

### **Outside food and drink is not permitted for any BlueShore events.**

- Should you require on-site catering, Chartwells is Capilano University's food services provider and have the first right of refusal for catering all events on campus at which food is served.
- You may submit your request to [capilanou.catering@compass-canada.com](mailto:capilanou.catering@compass-canada.com) including the date, number of people and the types of food you are planning to provide. It is advisable to mention if you are a not-for-profit or community group and that your event is taking place at the BlueShore Financial Centre for the Performing Arts.
- Chartwells will decide on a case-by-case basis whether they wish to cater the event or not. If they choose not to, you may bring in your own food at the discretion and approval of the BlueShore General Manager if provided with at least 4 weeks notice.

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## VOLUNTEER INFORMATION

- You must have a minimum of 4 volunteers serving as ushers inside the theatre during the event.
- Volunteer ushers are seated in assigned seats and must be available for the duration of the event to seat and re-seat audience members safely.
- In the case of an emergency, volunteer ushers are also required to assist BlueShore staff in safe evacuation of audience members. Emergency evacuation procedures will be reviewed by the Front of House Manager with your volunteers on the day of your event.

How many volunteers do you have scheduled for your event? .....

Have you read our fire and safety procedures in advance? Y N

## TECHNICAL INFORMATION

Please provide the following preliminary information. The BlueShore Technical Supervisor will contact you to review all technical requests. Staffing levels for your event are determined by the BlueShore Technical Supervisor and General Manager and based on event requirements.

Will your event require an on-stage rehearsal/sound check? Y N

If YES what time/length of time are you requesting? .....

Are you requesting use of our rehearsal hall? Y N

If YES which dates/times are you requesting?  
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\*Our rehearsal hall has a \$100.00 room charge and is subject to availability.

\*There is absolutely NO food or drink permitted in the rehearsal hall. Extra charges will apply for any additional cleaning, above and beyond standard usage. All makeup and other cosmetic stage effects should be applied in the dressing rooms and NOT in the rehearsal space.

Do you require use of our piano? Y N

Piano rental fee is \$100.00. Piano tuning fee is \$300.00.

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## STAGE REQUIREMENTS

Please describe your stage setup and any equipment, scenery, instruments, or other such equipment that will be used on stage for your event. If you have a floor plan of your setup, please attach it.  
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## FLYING AND RIGGING REQUIREMENTS

Will your event require any scenery, banners, screens, etc. to be flown or suspended above the stage or audience areas?  
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\*Any flown or suspended items must comply with appropriate WCB and OHS regulations. It is the responsibility of the client to ensure that such items are constructed to meet these standards and to provide appropriate hardware as required.

**LIGHTING REQUIREMENTS**

Please describe your lighting requirements for the event.

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**AUDIO REQUIREMENTS**

Will your event require the use of the theatre sound system? If so, please list all instruments, vocals, playback devices, or other equipment that will need to be patched into the house system.

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**VIDEO OR A/V REQUIREMENTS**

Will your event be using any cameras, projectors, DVD's or other such media?

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**SAFETY PROCEDURES & SPECIAL EFFECTS WARNINGS**

Strobe Lights      Fog Machine      Hazer      Dry Ice      Other

Any other special effects/warnings that we should be aware of?

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**OTHER NOTES**

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**PLEASE RETURN THE COMPLETED FORM TO:**

Sandra McRae, General Manager

[sandramcrae@capilanou.ca](mailto:sandramcrae@capilanou.ca)

Tel: 604.990.7910