



This agreement is made on (_____ d/m/y) between Acadia Cinema Coop here after known as ACC
 And _____-(Renter’s name) hereafter known as the Renter for
 Name of Event _____
 Renter’s Contact Information:
 Phone: _____
 E-mail address: _____
 Mailing address: _____

The Renter agrees to rent:
 _____The Al Whittle Theatre with Studio Z as greenroom
 _____The Al Whittle Theatre only
 _____Studio Z only
 from ACC on the following date(s): _____
 and for the following times:
 Arrival Time _____ Departure Time _____
 Event Start Time _____ Estimated Event End Time _____

To secure this booking, the renter must provide a deposit of \$ 100.00 for the Al Whittle or \$20.00 for Studio Z to ACC along with a signed contract.

Please indicate where tickets for the event will be available
 Name: _____
 Phone: _____
 Date Available: _____

If you would like your event listed in our calendar you MUST register the event on ValleyEvents.ca
 Please provide us with two (2) copies of your poster as soon as it is available.
 As per available space, and the discretion of the Theatre Manager your event may be listed on the marquee.
 Please indicate what you would like on the marquee for your event (32 characters max. including date and time):

The Renter has read and agrees to abide by all conditions as stated in Section 2 _____ (initial)

Signed (renter) _____ Date:

For ACC _____ Date:

Kathleen Hull, Manager
 Acadia Cinema Cooperative, PO Box 3183 450 Main St, Wolfville, B4P 1E2.
manager@alwhittletheatre.ca phone: 902.542.3344

SECTION 2

General Rental Rules

1. All fees including SOCAN fees, wages, royalties, dues and any other charges associated with the Production are the sole responsibility of the renter and the renter agrees ACC to be without liability in all such matters.
2. Nothing is to be nailed, screwed, taped or glued to the stage floor or other floors, or the Theatre's walls or ceilings, furniture or equipment without the written permission of ACC.
3. The Renter must advise ACC at the time the agreement is signed if they intend to use any firearms, pyrotechnics, fog machines or strobe lights and notice of such use must be posted in the lobby prior to performances and appear in the program. All relevant laws regarding the use of firearms and pyrotechnics must be observed.
4. It is requested that the Renter convey to ACC all technical requirements **two** weeks prior to the Event. Please refer to www.alwhittletheatre.ca for the theatre's current equipment list.
5. The Renter must obtain necessary permits for the serving of alcohol and give copies of such documents to ACC at least four days prior to the event.
6. The Renter agrees to identify the venue in all advertising and promotion as "Acadia Cinema's Al Whittle Theatre" OR "Acadia Cinema's Studio Z". Logos are available for use, on posters and print materials from the Theatre Manager. The Renter's publicity **must not** state or imply that it is presenting a production by ACC.
7. Ticket printing and sales are the sole responsibility of the Renter. Under no circumstances should the publicity use the ACC phone number.
8. The function or visibility of Exits, Exit Signs or Fire Extinguishers must not be impaired by scenery or equipment.
9. Smoking is not permitted anywhere inside the Building or within 4 meters of an entrance as dictated by provincial statutes and municipal bylaws.
10. When the Theatre is occupied by the public (ticket buyers) or guests of the Renter, the Theatre will be under the control of a representative supplied by ACC.
11. ACC accepts no responsibility for any loss, injury or damage suffered by the Renter or any patron, agent, volunteer or employee of the Renter. The Renter expressly waives any liability on the part of ACC for any loss, injury or damage suffered by the Renter or any patron, agent, volunteer or employee of the Renter. In the event of claim or potential claim by any patron, agent, volunteer or employee of the Renter, the Renter agrees to indemnify and save and hold harmless ACC from any damages or award of damages, unless those damages or award of damages are the direct result of tortuous behaviour solely on the part of ACC.
12. Damages occurring during the rental period are the responsibility of the Renter.

Specific to Al Whittle Theatre Rentals

1. An ACC representative (House Manager, Event Manager or Theatre Manager) must be present when the renter (1) uses ACC equipment and/or (2) the theatre is open to the public. The cost of this representative for is included in the rental rates for a pre-determined number of hours. Any extra hours will be calculated at an hourly rate.
2. ACC's technical representative must approve all equipment the renter installs in the Theatre. The only equipment available to renters of the Al Whittle Theatre is found in "Acadia Cinema's Al Whittle Theatre Equipment List for Renters" located on the website. Please verify the suitability of ACC equipment to meet the technical requirements of the Event.
3. Regular building cleaning, heat, lights, and the use of ACC equipment are included in the rental. If extraordinary cleaning is required, it will be added to the Renter's invoice.
4. ACC reserves the right to request and occupy up to two complimentary seats at any Renter's performance in the Theatre.

Specific to Studio Z Rentals

PLEASE NOTE: Studio Z currently is used as a stand-alone space and as a green room for performances in the Al Whittle Theater. As such rental of Studio Z is limited to specific days and times in order to accommodate rental requirements for the Theatre. Every effort will be made to honour confirmed bookings, however renters of The Al Whittle Theatre will take precedent over rental of this space. Deposits will be refunded in the event bookings are cancelled by the Theatre Manager.

1. Directional signs may be put on the doors using magnets. Nothing is to be nailed, screwed, taped or glued to the floor, doors, walls or ceiling, furniture or equipment without the written permission of ACC.
2. The maximum occupant capacity for the room is sixty (60).
3. All first time renters must be undergo instruction on equipment use. If a technical set up fee is required, it will be added to the renter's invoice.
4. ACC's technical representative must approve any other equipment the Renter installs in the room.
5. Collapsible tables, stacking chairs and a bulletin board are included in the rental. Speakers and a Sharp digital projector are included. A retractable projection screen is provided.
6. The room must be left in the same condition as it was before the event. Failure to do so will result in an additional fee or restrictions of future rentals.