



# Rental Handbook

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## Welcome to The Theatre Centre

We're delighted that you have chosen our venue as a place to showcase your work and we're thrilled to continue our tradition of supporting and presenting the work of innovative and imaginative artists.

The Theatre Centre is a non-profit organization that has been fostering the development and creation of new performance for more than 30 years through venue rental, residency programs, and community-based performance events.

### The Theatre Centre Mandate:

- To support artists in the development and creation of new work.
- To develop, promote, and present original, innovative work.
- To develop and maintain a theatre of lasting benefit to all artists.
- To become part of a national and international community of venues and theatre-makers with whom new ideas of artist development and presentation of new work can be discussed.

This handbook has been created to provide rental groups with the information necessary to use The Theatre Centre space safely, efficiently, and to its fullest artistic potential. Inside you will find vital information about the space including health and safety policy and emergency procedure.

If you have any questions, you can direct them to the Technical Manager or any other member of The Theatre Centre team. Our administration office can be reached at 416.534.9261 or you can contact us through our website at [www.theatrecentre.org](http://www.theatrecentre.org).

Thank you,

The Theatre Centre

## Rental Information

The Theatre Centre is located in the main and lower levels of The Great Hall Centre at 1087 Queen St. W (the southeast corner of Queen and Dovercourt) in Toronto, Ontario.

There are three access points to our venue. The main entrance can be accessed through Cream Tangerine Café off Queen St. The café also serves as our lobby making this our audience entrance point. The technical/loading entrance is through the double blue doors off Dovercourt Rd. This is meant to serve as an entrance for renters only and is not intended for audience entry. Our administration entrance can be found in the small alley off Dovercourt Rd. behind The Great Hall building. This entrance should only be used to meet with administrative staff members of The Theatre Centre and is equipped with a doorbell to notify office staff of your presence.

Rental rates for The Theatre Centre now include access to a house technician for 40 hours a week. The rental contract also includes the mandatory use of our box office staff at a rate of \$25 per show. These rates do not include any front of house staff.

- Daily Rate \$800
- Weekly Rate \$2700
- Weekly Rehearsal Rate \$2100

*Note:* The weekly rehearsal rate is only available for groups who do not have a performance scheduled for the week.

Please confirm the unrestricted use of all technical equipment at least 7 days in advance of your load in to ensure our equipment is not rented to other groups. The Theatre Centre's technical inventory can fluctuate slightly due to outside rentals and mechanical disrepair.

The Theatre Centre is unique in that rental companies almost always have 24 hour access to the space. Before loading in, each company should contact the Technical Manager or another administrative staff member and arrange the picking up of keys. These keys will allow the company unfettered access to the venue throughout their rental period. It will be the sole responsibility of the rental company to keep the keys in their possession until they vacate the venue.

## Technical Information

Information regarding lighting, audio, video, and staging inventory as well as a detailed strike checklist, venue specifications, and technical drawings of the theatre are provided in separate information packages. If you have only received the Rental Handbook and want additional technical information, please contact the office of The Theatre Centre's Technical Manager either at 416.534.2961 or through our website at [www.theatrecentre.org](http://www.theatrecentre.org).

## Venue Information

The Theatre Centre is a circa 1890 black box theatre with a flexible playing space and seating arrangement. In default configuration, the seating arrangement is in proscenium configuration and seats roughly 90-100 patrons. The theatre also has 30 balcony stools that can be distributed around the balcony to act as elevated, second-level seating. The Theatre Centre is not wheelchair accessible.

On deck, the original hardwood floor has been covered by two layers of plywood. Only minimal amounts of screwing into the floor are permitted and each company should check with the Technical Manager before doing so. The upper balcony or mezzanine area has one layer of plywood covering the original hardwood floor. No screws or nails may be put into the mezzanine floor.

The lower floor may be painted provided that the rental company returns the floor to its original black using a self-priming black paint such as *Rosco Tough Prime*. Neither the mezzanine floor nor any of the walls may be painted and should be appropriately protected from any paint being used in the space.

The Theatre Centre is not equipped to act as a carpentry shop. There are no facilities for set construction. As such, rental companies should plan for only the simplest of scenery assembly tasks to happen in the theatre space. The Theatre Centre is equipped with a limited inventory of tools and carpentry hardware. However, rental companies should not rely on this inventory during their load in as some necessary tools and hardware may not be available. Storage space for large set pieces is also limited and groups should plan ahead accordingly.

The dressing room fits a cast of up to eight people comfortably and has a microwave and fridge as well as a bathroom with shower, sink, and toilet. The back section of the dressing room can be partitioned off for privacy. Laundry facilities for wardrobe are located across the theatre in the tool room. The Theatre Centre has one washer and one dryer.

## **Lobby Information**

The lobby is located in Cream Tangerine Café off Queen St. This connects to a short hallway attached to the theatre that acts as a “holding area” through which the audience will enter.

While promotional material or other displays may not be placed on the walls of the Café lobby, the entrance hallway is meant specifically for that purpose. Additionally, The Theatre Centre has several “sandwich board” style advertising displays that can be used throughout the venue and lobby. Keep in mind that all promotional material must be removed cleanly when you vacate the venue. If you are unsure about location or method of affixing material to the theatre walls or property, please check with the Technical Manager or another member of The Theatre Centre staff.

## **Box Office/Front of House Information**

As part of the rental agreement, each company must use a Theatre Centre box office representative for each show. A \$25 fee per show is added to supplement this service. This representative will be available to sell tickets at the door and to process ticket orders by phone. To coordinate ticketing by phone, please contact the Development Coordinator by calling the administration office at 416.534.9261 or through our website at [www.theatrecentre.org](http://www.theatrecentre.org) and provide information regarding show dates, ticket price, number of tickets to be sold for each performance, and any other pertinent facts.

The Theatre Centre does not provide Front of House or Ushering staff. While The Theatre Centre may be able to suggest volunteer ushers or other Front of House staff, any rental company that requires it must book and compensate their own Front of House staff.

## **Special Event Information**

The Theatre Centre can be used for special events such as opening night galas. There is a small inventory of banquet tables that can be used to meet a rental company’s needs. The Theatre Centre does not have a liquor license to serve alcohol. If a rental company chooses to server alcohol at a special event, they must acquire a Special Occasions Permit.

## **Loading In**

Loading in can be done through the blue doors off Dovercourt Rd. Rental companies should be aware that The Theatre Centre does not have a loading dock or a loading door. The largest entrance into the space is a set of double doors measuring just under 8' at the diagonal. Once inside, loaders must go up three steps to access the mezzanine area or down a long, tight flight of stairs to reach the stage. Rental companies should be wary of the space limitations when planning load in of any large set pieces.

The Theatre Centre is equipped with a 14' aluminium A-frame ladder to be used for lighting and rigging load in. There is also a 12' fibreglass ladder which can reach the grid from the seating risers as well as a two 6' ladders, one of aluminium and one of fibreglass.

## **Parking**

The Theatre Centre does not have any parking space available. However, there is limited parking available a short distance from the venue.

- One hour free parking is available on Dovercourt Rd. between 8am and 6pm, Monday through Friday.
- Two hour metered parking is available on Queen St. between 8am and 9pm, Monday through Sunday.
- A small public pay lot is available one block west of the theatre on Queen St. Currently \$6 covers a 12 hour period.

## End of Day Checklist

### Lobby

- All box office/front of house equipment removed from the café.
- All box office/front of house equipment clear of the entrance hallway.
- Entrance hallway lights turned off.
- Entrance hallway doors closed.

### Dressing Room

- Any excessive mess cleaned and/or disposed of.
- Valuable personal belongings taken away with you.
- Bathroom lights and fan turned off.
- Dressing room lights turned off.
- Dressing room door locked if necessary.

### Tool Room

- All tools put away in their rightful storage place.
- Tool room sink faucet closed.
- Tool room lights turned off.
- Tool room door locked if necessary.

### Washrooms

- All bathroom sink faucets closed.
- Both bathroom lights turned off.
- Both bathroom doors propped open.

### Dimmer Room

- Dimmer breakers turned off.
- Dimmer room lights turned off.
- Dimmer room door closed.

### Theatre

- Any excessive mess cleaned and/or disposed of.
- Production office lights turned off.
- Production office door closed and locked.
- Work light power bar in northwest grid turned off.
- Any open windows closed and locked.

### Booth

- Lighting console turned off.
- Sound console, speakers, amps, and CD players turned off.
- Desk work lights turned off.

### Exits

- Pipe room outside lower southwest doors is closed and locked if necessary.
- Lower southwest doors are pulled shut.
- Upper southeast doors are locked and pulled shut.
- Upper northwest double blue doors are locked and pulled shut.

### Other

- A detailed show report is completed and a copy is sent to the Technical Manager.

## Fire and Emergency Regulations

- All exit points must have a clear, unobstructed 36” access.
- All seating risers must have a clear, unobstructed 36” minimum aisle with no seat being more than eight chairs away.
- All EXIT signs must be kept clearly visible and not dimmed or shrouded.
- Emergency lighting may not be covered or obstructed in any way.
- A fire evacuation map is located in the Production office.
- Fire extinguishers (13) are located here:
  - Production Office
  - Lobby Entrance Hallway
  - South Wall Mezzanine
  - Administration Office Vestibule
  - Northwest Mezzanine
  - Dimmer Room
  - West Lower Theatre
  - Southwest Lower Theatre
  - Southeast Lower Theatre
  - Dressing Room
  - North Wall Mezzanine (with fire hose)
  - East Wall Mezzanine (with fire hose)
  - North Wall Lower Theatre (with fire hose)
- Fire alarm pull-switches (5) are located here:
  - Administration Office Vestibule
  - South Wall Mezzanine
  - Northwest Mezzanine/Technical Entrance
  - Foot of Northwest Stairs
  - Southwest Lower Theatre
- All members of the rental company must be made aware of the fire evacuation procedure as well as the location of all fire extinguishers and fire alarm pull-switches.
- Any front of house staff contracted by the rental company must be made fully aware of emergency evacuation procedures and prepared to communicate evacuation protocol to audience members in case of an emergency.
- There is absolutely no smoking permitted anywhere in the building or within ten feet of any exterior doorway.
- In case of a power failure, there are flashlights located in the Front of House/Box Office cabinet in the Production Office.

Please see The Theatre Centre Technical Manager immediately with any questions or concerns.

## Health and Safety

First aid kits (2) are located here:

- Dressing Room
- Administration Office

There is a health and safety notice board located just inside the dressing room. This board contains important information such as health and safety protocol, fire and emergency regulations, WHMIS symbols, and emergency contacts. Please ensure that every member of the rental company is aware of the health and safety board as well as the information on it. If your rental company would like any additional information added to the health and safety board, whether it is unique to your production or not, please approach the Technical Manager with your suggestions and/or requirements.

The Theatre Centre will not assume responsibility or liability for any accidents or other injuries that are incurred by the rental company while they are in the venue. For more information regarding liability as well as injury, property damage, and liability insurance, please refer to your rental agreement document produced by The Theatre Centre.

If an incident resulting in injury or illness is to occur, the rental company is required to provide The Theatre Centre with a detailed report of the event including time, location, nature of the event, and steps taken to manage the situation.

The closest walk-in clinic is:

- Queen Spadina Health Clinic – 455 Queen St. W (southwest corner of Queen and Spadina) – 416.869.3627

The closest hospitals are:

- Toronto Western Hospital – 399 Bathurst St. (northeast corner of Bathurst and Dundas) – 416.603.5801
- St Joseph's Health Centre – 30 The Queensway (west down Queen across Roncesvalles) – 416.530.6000

In the event of a dire emergency, do not hesitate to call 911. Be sure to tell the operator that The Theatre Centre is located at 1087 Queen St. W at the southeast corner of Queen St. and Dovercourt Rd.

## Emergency Contacts

<b>Emergency</b> .....	<b>911</b>
Toronto Police .....	416.808.2222
Toronto Fire .....	416.338.9050
Toronto EMS .....	416.392.2000
Poison Control .....	416.813.5900

Please only contact Theatre Centre staff  
during their off hours in case of emergency.

Alex Naylor (Technical Manager)	647.309.4240
Franco Boni (Artistic Director)	416.889.7395