



APPLICATION FOR LICENCE

Please return the completed and signed application form and deposit to:
 Client Services, Centrepointe Theatre, Ben Franklin Place
 101 Centrepointe Drive, Ottawa, ON K2G 5K7 - www.centrepointetheatre.com
 Admin. Tel.: (613) 580-2701 - Fax: (613) 580-2704 Client Services Tel.: (613) 580-2424 ext. 41520

**The information you provide on this form will be used to prepare your licence agreement (rental contract).
 Incomplete applications will delay the process of reviewing and approving your booking.**

LICENSEE

Legal Company Name of Applicant:		
Authorized Signing Authority for Licence:		
Authorized Representative/Contact Person:		
Mailing Address:		
Bus. Phone:	Res. Phone:	Fax:
Check One: <input type="checkbox"/> Commercial Enterprise <input type="checkbox"/> Non-Profit Organization	E-mail:	
GST Reg. No.:	Charity Reg. No.:	

CONTACTS

Producer:	Bus. Phone:
	Res. Phone:
Marketing:	Bus. Phone:
	Res. Phone:
Tech. Director:	Bus. Phone:
	Res. Phone:

USE

Purpose of Rental:	Event Title:
Date(s) Requested:	
No. of Performances:	Show Times:
Running Time:	No. of Intermissions:
No. of Performers:	No. in Production Crew:
Check One: <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	



PRODUCTION FACILITIES – Check all that apply

STAGE:	<input type="checkbox"/> Full Stage	<input type="checkbox"/> Apron Only	<input type="checkbox"/> Orchestra Pit
EQUIPMENT:	<input type="checkbox"/> Risers	<input type="checkbox"/> Drum Platform	<input type="checkbox"/> Music Stands - # _____
	<input type="checkbox"/> Draped Tables on stage only - # _____	<input type="checkbox"/> Lectern	<input type="checkbox"/> Chairs - # _____
LIGHTING:	<input type="checkbox"/> Follow Spots - # _____	<input type="checkbox"/> Concert Wash	<input type="checkbox"/> Stock Plot
		<input type="checkbox"/> Public Address	<input type="checkbox"/> Special Plot
SOUND:	<input type="checkbox"/> Live Reinforcement	<input type="checkbox"/> Recorded Playback	<input type="checkbox"/> Theatre System
	<input type="checkbox"/> 16 Channel Console (in booth)	<input type="checkbox"/> Hybrid with Licensee's Equipment	<input type="checkbox"/> 40 Channel Console (in house)
FLYS/RIGGING:	<input type="checkbox"/> Stock Plot	<input type="checkbox"/> Stock Plus Other	<input type="checkbox"/> Clear (no masking)
	<input type="checkbox"/> Special Hang	<input type="checkbox"/> Projection Screen	
PIANOS:	<input type="checkbox"/> 6' Yamaha Grand	<input type="checkbox"/> 9' Yamaha Concert Grand	

FRONT OF HOUSE

FOYER DISPLAY:	<input type="checkbox"/> No
	<input type="checkbox"/> Yes - Description: _____
SOUVENIR PRODUCT SALES:	<input type="checkbox"/> No
	<input type="checkbox"/> Yes - Description: _____
RECEPTION:	<input type="checkbox"/> No
	<input type="checkbox"/> Yes - Date _____ Time _____
Location	_____ Projected Attendance _____

OTHER

LIABILITY INSURANCE:	<input type="checkbox"/> City Coverage	<input type="checkbox"/> Own Coverage
	<input type="checkbox"/> Certificate Enclosed or	
Name of Insurer	_____	Policy # _____
ROYALTIES:	SOCAN <input type="checkbox"/> Own - Licence # _____	<input type="checkbox"/> Theatre Licence
	<input type="checkbox"/> Grand Rights Obtained by Licensee	<input type="checkbox"/> Original Material Owned by Licensee

SERVICES

PIANO TUNING:	A minimum of one tuning is required.
STAGE DOOR ATTENDANTS:	Required at all times during the licenced engagement.
PRODUCTION COORDINATOR:	Included in the daily and hourly rental rate and charged separately at the weekly rate.
HOUSE MANAGEMENT:	Required for all performances and public events.
BOX OFFICE SERVICES:	Requested separately. An addendum will be added to the licence.
TECHNICIANS:	Contracted separately. An addendum will be added to the licence.
MARKETING SERVICES:	Please contact our Marketing Representative at (613) 727-6700 ext. 531.

SUMMARY OF ESTIMATED CHARGES

(Please refer to the current rate schedule.)

(NOTE: Technicians, Box Office Services, Advertising and Marketing Services are requested separately and will be outlined in addenda to the agreement.)

FACILITY RENTAL		
# _____ base rates @ \$ _____ =	\$	
# _____ additional hours @ \$ _____ =	\$	
# _____ extra performances @ \$ _____ =	\$	
TOTAL RENTAL *		\$
PRODUCTION EQUIPMENT/FURNISHINGS		
48 Channel Sound Console: @ \$ _____ /performance x _____ =	\$	
Piano: _____ @ \$ _____ per _____ x _____ =	\$	
Piano Tuning (minimum of one): # _____ @ \$ _____ =	\$	
Followspots: # _____ @ \$ _____ per _____ x _____ =	\$	
Dressed Tables: # _____ @ \$ _____ =	\$	
TOTAL EQUIPMENT		\$
SERVICES		
House Management: #performances _____ @ \$ _____ =	\$	
Souvenir Sales*: #performances _____ @ \$ _____ =	\$	
Production Coordinator: # _____ hours @ \$ _____ per hr. =	\$	
Stage Door Attendant: # _____ hours @ \$ _____ per hr. =	\$	
TOTAL SERVICES		\$
TOTAL CHARGES		\$
6% GST		\$
SUB-TOTAL		\$
RECOVERIES		
SOCAN Minimum * : # _____ performance(s) x \$ _____ = *minimum against a percentage of the ticket revenue	\$	
Insurance: # _____ day (s) x \$ _____ =	\$	
TOTAL RECOVERIES		\$
TOTAL ESTIMATED CHARGES		\$