



Rental Inquiry Questionnaire

The information provided will help the Centre and its various departments provide you with the most accurate estimate, best preparation and advancing, and minimize additional questions. Please fill out as completely and accurately as possible – no information is too much information. Once submitted, a representative from the Centre will be in touch to complete your booking inquiry. If you also have a rider, you can submit it in addition to this form. Thank you!

Organization Name:

Contact Name:

Contact Phone:

Contact Email:

Requested Date(s) of Event:

Performance Date(s):

Performance Time(s):

Running Time of event:

Do you have an intermission?

15 or 20 min (our standard is 20)?

Are you flexible in your dates? (If dates surrounding your first choice are available instead of your requested dates, could they work for you?)

What sort of Event is this?

Theatre/Performance

Dance

Lecture/Public Speaker

Recital/Music/Orchestra/Concert

Symposium

Festival

Graduation

Other:

Please provide a brief description of your event:

Please provide your requested schedule/timeline (arrival, load in/set up, rehearsal, programming, sound check, house open, curtain times, load out):

LOGISTICAL QUESTIONS

Is this a ticketed event?

Ticket Cost:

Will you require catering?

Will you have merch to sell?

Will you need access to the loading dock? If so, what truck, trailer, or bus do you have?

Will your vehicles require street parking and electrical hook up?

Will you need access to dressing rooms? How many in your group/company?

If available, will you need access to a rehearsal room? (no food or drink is allowed in dressing rooms aside from water with closable lid)

TECHNICAL QUESTIONS

Do you require a scrim?

Do you require a cyc or bounce?

Do you require a projection screen?

Do you need a blackout?

Do you require a projector?

Will you need a computer for it?

Do you require spot lights?

One (1) or two (2)?

Do you require access to specialized (moving) lights?

Do you require a hazer or fog machine?

Do you require and handheld microphones?

How many?

Do you require any lavalier microphones?

How many?

Do you require on stage monitors?

Do you require video recording of any sort?

Do you have pyrotechnics, glitter, or confetti in your show? (there is an added clean up fee for any of these) If so, what are you bringing?

Do you require a piano?

What sort (upright/baby grand)?

Do you require any wardrobe needs? (Laundry, dressers, etc.)

OTHER QUESTIONS

How many people will be working your event (performers, organizers, volunteers, etc)

How many people do you expect to attend your event?

Will you allow flash photography or recording by audience at your event?

Do you have any other needs we haven't asked about yet?

Thank you for your inquiry! Please submit to dcampbell@confederationcentre.com and someone will be in touch very soon!