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Newmarket, ON L3Y 8H1 905.953.5327

February 4, 2015,

To: All Newmarket Theatre User Groups

Dear User Group,

Attached under this letter is our latest update to our Front of House and Technical Questionnaire. Before filling out this important form, please take a moment to read this letter as it will provide you with some information that will help the Newmarket Theatre deal with your form.

1. Please do not print this form and fill it in by hand. This form is designed to be filled in with your computer so that the information contained in the form can be more easily distributed to the people at the theatre who need to use it. If you fill the form in by hand, then information must be transcribed by hand for things such as ticket information and show descriptions.
2. The easiest way to complete this form is to save it to a location on your computer that is easy to find again. I suggest saving it to your Desk Top. Using the latest version of Adobe Reader, you can then fill out the form at your convenience. Please note that the .pdf readers that are available in some Internet browsers (e.g. Google Chrome) won't allow you to utilize all of the features of this document. The most recent version of Adobe Reader is highly recommended for using any of the online documents and forms from the Newmarket Theatre.
3. Please do provide as much information about your production or rental as possible. The more information that we have, the better able we are to help in making your event a success.
4. If you have questions, please do not hesitate to call us. We can help you complete this form or provide additional information that you may require.
5. After you have filled in all of the information on this form, we request that you sign it digitally. Using the latest version of Acrobat Reader will allow you to use the Digital Signature field to create a digital signature that makes this form a binding portion of your contract with the Newmarket Theatre.
6. Once you have filled out this form and signed it digitally, please submit this form as an email attachment using your computer's email program.

Thank you in advance for your patience and cooperation. Please do not hesitate to call me if you have any questions or concerns.

Regards,

Charles R. Kaiser
Technical Director – Newmarket Theatre



NEWMARKET THEATRE

FRONT OF HOUSE and TECHNICAL QUESTIONNAIRE

505 Pickering Crescent
Newmarket, Ontario L3Y 8H1

Phone: (905) 953-5122 Fax: (905) 715-7237 theatretechs@newmarket.ca

Newmarket
Theatre

If at all possible, please complete this form using Adobe Reader on your computer. Avoid printing this form and filling it out by hand. A properly completed form will assist us in distributing this form to our theatre staff. It also allows you to submit this form via email. Please return this information at least 6 weeks prior to your first performance to ensure adequate time to program your production information. **If this is not possible, or you need help completing some parts of this form, please contact us ASAP. We are available to help with this form as required.**

Rick Koury – Theatre Coordinator	Direct Line: (905) 953-5103 – rkoury@newmarket.ca
Charles Kaiser – Technical Director	Direct Line: (905) 953-5327 – ckaiser@newmarket.ca
Deb Thorburn – Box Office Supervisor	Direct Line: (905) 953-5155 – dthorburn@newmarket.ca

Online Resources – [Information for User Groups](#) – [Newmarket Theatre Operating & Procedures Manual](#)

GROUP/LICENSEE NAME: _____

MAILING ADDRESS:

I. CONTACT NAMES AND PHONE NUMBERS

Please designate **ONE** member of your group as an **OFFICIAL** contact between the theatre and your group.

POSITION	Name (or Theatre Staff*)	Home Phone	Cell	Email
Official Contact				
Producer/Director				
Stage Manager				
Technical Director				
Lighting Designer				
Lighting Operator				
Sound Designer				
Sound Operator				

***Rentals include ONE theatre technician, who can operate sound or lighting, but not both.** Additional technicians can be requested from the theatre at your expense (\$25.00/Hour – 4 Hour Minimum). For technically complex shows, the Newmarket Theatre reserves the right to bring in additional technicians at your expense. **We strongly recommend that the LICENSEE discuss technical staffing requirements with the Theatre Coordinator or Technical Director WELL IN ADVANCE OF EVENT.**

II. PRODUCTION INFORMATION

1. Show Length: _____ 2. Number of Acts: _____ 3. Number of Intermissions: _____

4. Anticipated Audience Attendance _____ Per Performance.

Please Note: With the exception of religious services, an intermission must be scheduled for any performance running in excess of 1 hour in length. Intermissions will be at least 15 minutes in length, and may run longer at the discretion of the Front of House Manager.

5. Will performers be seated in the auditorium No Yes Number of Seats/Tickets _____

Note: Performers seated in the theatre during the performance **MUST** have a paid or complimentary ticket unless they are performing onstage and do not leave the auditorium during the show.

6. Photography Restrictions: Photos with flash Photos without flash Video No Photo/Video

7. Would you like these restrictions included in a preshow announcement? No Yes

- If Yes, announcement should be voiced by: User group Theatre Staff

8. Are seats required in the theatre for a sound console or videographer? No Yes

- If Yes, number of: Seats _____ Rows _____

Note: videographers are not permitted to block aisles or exits. Their placement is at the discretion of Theatre Staff. It is recommended that Row P, Seats 16 – 19 and Row Q, Seats 19 – 21 be reserved for videographers. **The Licensee is responsible for all approvals, usage rights and licensing for any video or audio recording of their production.**

Details: _____

9. Are seats/desks required for adjudicators? No Yes

- If Yes, number of : Seats _____ Desks _____ (Desks require 2 rows at 3 seats per row.)

Details: _____

III. BOX OFFICE TICKET INFO & TECHNICAL, REHEARSAL AND PERFORMANCE SCHEDULE

Ticket Information:

Event Title: (As it should appear on tickets and online at Newtix.ca – Maximum 60 characters including spaces)

Performance Date(s): _____

Performance Time(s): _____

Adult	Senior	Student	Child <12	Group	Other	Subscription Series? <input type="checkbox"/> No <input type="checkbox"/> Yes	Subscriber
\$	\$	\$	\$	\$	\$	Additional Subscription or Discount Info:	\$
Is the tax included in ticket price? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Organization is Tax Exempt Tickets should be available Online: <input type="checkbox"/> No <input type="checkbox"/> Yes Start date for online sales: _____ Presentation is suitable for what age group(s) <input type="checkbox"/> under 12 <input type="checkbox"/> 12-17 <input type="checkbox"/> 18 and over						Production Contains Mature Themes? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Please Note: The Newmarket Theatre has changed its HST Policy. The Theatre will no longer remit HST on behalf of the Licensee. Post production accounting will provide the net of ticket sales (after Theatre expenses) inclusive of HST. Each Licensee will be responsible for remitting their own HST.

In the box below, please provide a description of your event to appear on newtix.ca and to assist our box office staff in answering inquiries (1200 Characters maximum). If you need more space than this form allows, please submit the details of your event by email to dthorburn@newmarket.ca.

Please Note: The Theatre has an official policy on Complementary Tickets (Comps): Only the designated OFFICIAL CONTACT can request complementary tickets. In addition, all comps must be authorized by the theatre coordinator or designate. On the day of the show, the Official Contact should communicate with the Front of House Manager (NOT the Box Office) regarding the need for additional Comp tickets. If you have questions regarding comp tickets, contact dthorburn@newmarket.ca.

Please indicate if comps are required: Date: _____ Number: _____ Row Preference: _____
 Date: _____ Number: _____ Row Preference: _____
 Date: _____ Number: _____ Row Preference: _____

4. Will you be having a Reception? No Yes

- If Yes, Time of Reception: _____

Details: _____

Note: The Newmarket Theatre can provide table skirts for lobby tables. If table cloths are required, they must be supplied by the Licensee.

V. RECEPTION & CATERING SERVICES

See Section 4 of Manual

Note: The lobby can accommodate up to 150 patrons at tables for dinner theatre. The theatre has only minimal preparation area. Caterers should visit the site prior to an event. All Caterers must be approved by the Theatre. Bar services are provided by the theatre. In some circumstances special arrangements may be made. In these cases the user group/licensee will be required to obtain a special occasion permit. All bar staff must be Ontario Smart Serve[®] certified.

1. Is this a dinner theatre/catered event? No Yes If Yes, Number Attending: _____

2. Name of Caterer: _____

3. Phone: _____ Cell: _____ Email: _____

4. Will you be serving alcoholic beverages? Spirits Wine Beer

5. Will this be a sale license? No Yes

6. Will this be a no-sale reception? No Yes

TECHNICAL QUESTIONNAIRE

See Section 2 in Manual

If you have any questions or concerns regarding your events technical requirements, please contact the Theatre Technical Director Charles Kaiser (905-953-5327 – ckaiser@newmarket.ca) or the Theatre Co-ordinator Rick Koury (905-953-5103 – rkoury@newmarket.ca)

Detailed information, including stage diagrams and lighting and sound equipment inventory can be found ONLINE

VI. LIGHTING, MULTIMEDIA AND SPECIAL EFFECTS

Equipment Lists: pgs. 25 - 31 of Manual

Please Note: The theatre has a multipurpose house lighting plot. If required, this plot may be reconfigured to meet the needs of your production. Any changes to the house plot must be made during your scheduled time in the theatre and must be restored to the original house plot before your group leaves the theatre. Reconfiguring and restoration of the lighting plot are not a part of the regular duties of the Theatre's technician during a rental. Labour to reconfigure and restore the theatre's lighting plot must be supplied, or paid for, by the licensee. The catwalk areas and lighting system may be used only with the approval of the Theatre Technical Director or Theatre Technical Crew.

1. Will you have your own lighting plot/cuelist? No Yes (Please submit a copy to Theatre)

2. During show, theatre staff is to operate: Sound Lighting Neither (i.e. staff to supervise only)

3. Will you require follow spots (2 available)? No Yes

- If Yes, Operators supplied by: Licensee Theatre (\$25.00/hour – 4 Hour Minimum)

4. Will you be bringing in additional lighting equipment? No Yes

Details: _____

Please Note: Any equipment brought into the theatre MUST be CSA, C-UL or other recognized authority approved and MUST be approved for use by the Theatre Staff. If you are renting equipment please contact the theatre for a list of recommended suppliers.

5. Will you require a projector for multimedia/PowerPoint? No Yes

Details: _____

Our projectors can project onto the screen at the back of the stage or a 9' X 12' Da-Lite FastFold screen is available. The resolution of our projectors is 1024x768 (4:3 aspect ratio). We will only project media that are compatible with our own media servers. Please contact us ahead of time to confirm compatibility. Images (e.g. Logos) should be of high quality and have a minimum size of 800x600 (1024x768 is recommended). If possible media content should be submitted in advance so that it can be checked for proper operation.

The Licensee is responsible for all usage rights, approvals and licensing for video used in their production.

6. Are you planning on using (Check all that apply):

Strobe Lights Black Lights Firearms (including replicas) Bladed Weapons Open Flames
 Practical Fireplace Stage fighting Pyrotechnics

Details: _____

PYROTECHNICS & SPECIAL EFFECTS NOTICE: All pyrotechnic effects must comply with strict federal and local regulations. If your production includes pyrotechnics please contact the Theatre Technical Director ckaiser@newmarket.ca . Pyrotechnics require a licenced Pyrotechnician.

Is there any other information regarding your event of which theatre staff should be aware?

VII. SOUND

Equipment list: Pg. 26 of Manual

Note: It is strongly suggested that any audio used for your production be submitted in digital format (.mp3 .wav .wma). Audio files should NOT be .mp4 or on an iPod. Sound must be operated from the control booth unless otherwise arranged. If you are renting equipment please contact the theatre for a list of recommended suppliers.

The Licensee is responsible for all usage rights, approvals and licensing for audio used in their production.

1. Will you be bringing in additional sound equipment? No Yes

Details: _____

2. Will you be hooking up your system to the house audio system? No Yes

Details: _____

3. Will you have music to be played through the house system? No Yes

4. Will you require lectern(s) for an MC or speaker (2 available)? No Yes If Yes, Number: _____

Details: _____

5. Will you need wired microphones from the theatre inventory? No Yes If Yes, Number: _____

Details: _____

6. Are Wireless Mics/Lapel Mics required (12 available)? No Yes If Yes, Number: _____

To avoid interference with the Theatre's microphones, if you require more than 12 wireless microphones for your production, please contact the theatre for recommendations on frequency selection for rentals. DO NOT rent microphones that utilize the frequency range between 626 – 668 MHz!

7. BANDS & LIVE MUSIC ACTS: Please send us a stage plot and input list of your expected setup.

VIII. STAGING Stage Dimensions pg. 30; Floor, Stage, & Theatre Plans pgs. 33-36 of Manual

Note: The Newmarket Theatre does not have staging sections, risers or music stands.

Note: Any scenic element – even small banners – that hang above the stage may interfere with lighting. We recommend you meet with the theatre technician to minimize the impact of such elements on other aspect of your production.

Please Note: If possible, please forward a stage or scene plot to the theatre in advance of your arrival.

1. Will you have set pieces, signs/banners or décor that must be rigged above the stage? No Yes

Details: _____

2. Will you require onstage: Grand Piano Tables _____ Chairs _____

Would you like the piano tuned? No Yes* (Minimum \$ 100.00 Charge)

*User Groups must use a Piano Tuner approved by the Theatre.

3. Will you have a set? No Yes

Details: _____

Note: All sets must have jacks/supports that use sand bags or other approved weights. Drilling or Screwing into the stage floor is strictly prohibited! **There are NO exceptions to this policy!**

4. Are there set changes? During the performance Intermission

Please Note: Set pieces and large props MUST be carried or rolled, NOT dragged across the stage. **Large set pieces should be equipped with casters. This includes any flats that are moved during the performance.** Adequate crew must be provided to protect the stage area. Any damage will be charged back to the user group. (1.9.4 in the manual)

Please list any other requirements for your staging setup:

This form was completed by: _____

Position with User Group: _____

Phone Number: _____ Email: _____

Date Submitted: _____

By signing this document, I acknowledge the information submitted on this form is correct and forms a binding portion of our contract:

Signature: _____

This form was last edited by Charles R. Kaiser on February 4, 2015 – It supersedes any other form. Newmarket Theatre, 505 Pickering Crescent, Newmarket, ON L3Y 8H1
(905) 953-5327