



Summary of process for renting the Bus Stop Theatre Cooperative Space:

Step 1 - Review & Fill out both this contract and form

Step 2 - Discuss rental details with a Bus Stop Theatre Cooperative

Representative: info@thebusstoptheatre.org

Step 3 - Receive quote & invoice

Step 4 - Send 25% deposit to Bus Stop Theatre via email transaction or physical cheque

NOTE: Your rental is not confirmed until all 4 steps have been completed.

I confirm that I have read this page (Renter's initials): _____

A. This agreement shall be made between the following parties:

The Bus Stop Theatre Cooperative
2203 Gottingen St. Halifax, Nova Scotia, B3K 3B5

Contact Info: info@thebusstoptheatre.org

- and -

Renter: _____

Address: _____

Contact Person: _____ Num. () _____ - _____

Email: _____

(to be referred to as the "Renter")

NOTE: Please complete the rental form in Appendix II at the end of this contract.
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B. Description of event(s) to be held in The Bus Stop Theatre Cooperative Space:

Dates and times of rental period: _____

C. Definitions

"Bus Stop Theatre Cooperative Technician" is a person who has been approved by a BSTC staff member, having attended a Black Box Basics Workshop or equivalent and having completed 6+ volunteer hours.

"Building" is the property with the civic address of 2203 Gottingen Street, Halifax in which the Space is located.

"Director" is the Bus Stop Theatre Cooperative's Executive Director, or a member of the Bus Stop Theatre Cooperative's board of directors and includes an officer of the board of directors.

"Illicit drug" means a controlled substance or precursor the import, export, production, sale or possession of which is prohibited or restricted under the *Controlled Drugs and Substances Act*, SC 1996, c 19.

"Renter" is a group or person using the Bus Stop Theatre Cooperative Space, as provided in section A.

"Walk Eh? Enterprise Ltd." is the Landlord and Owner of the Building in which the Space is located.

I confirm that I have read this page (Renter's initials): _____

D. Terms and Conditions of Rental:

The Bus Stop Theatre Cooperative Space (to be referred to as the "Space") is a community black-box theatre space with a 149-person fire capacity (81 seated), and includes the use of the backstage dressing room and bathrooms. Use of the lobby, tech room and /or equipment is conditional as outlined below. Use of the basement is not permitted unless access has been granted by a Director of the Bus Stop Theatre Cooperative. Use of the Bus Stop Theatre Cooperative Space is limited to the specific purposes of the Renter as expressly stated in Section B, and must conform and adhere to the following terms and conditions:

1. RENTAL, ACCESS, AND USE

- a. The agreed upon rental fee will be based on *Appendix I - Bus Stop Theatre Cooperative Rate Card*.
- b. This rental contract does not include access to, or use of, any equipment in the Space or the Tech Room, unless an approved Bus Stop Theatre Cooperative Technician or Director is in the space with the Renter during use of equipment and Tech Room area.
- c. The Renter must obtain permission from a Director of the Cooperative in order to make modifications to the lobby. This includes obstructing one or more of the window booths and installing displays on lobby walls or on the lobby floor.
- d. The Bus Stop Theatre Cooperative reserves the right to cancel any rental at any time. Use of the Space must be approved by a Director of the Cooperative, as defined in section A of this document. Rental use will be evaluated upon several factors, including:
 - d.i. suitability to the Space;
 - d.ii. the mandate of the Bus Stop Theatre Cooperative;
 - d.iii. respect for the needs of the community, including but not limited to the immediate neighbours of the Building; and
 - d.iv. any other factors as the Cooperative deems appropriate.
- e. The Bus Stop Theatre Cooperative and its Director or other agent will endeavour to give timely notice to the Renter in the event of a cancellation pursuant to subsection (d), but timely notice cannot be guaranteed.
- f. Possession, consumption or sale of any illicit drug (as defined in section C of this document) in the Building or within the immediate vicinity of the Building, by anyone connected in any way with the Renter or the events being held in the Space (as defined in section B), will result in the immediate termination of this contract, the immediate forfeiture of the rental fee, and the immediate and permanent expulsion of the Renter from the Space. Such incidents will be reported to police where required by law.

I confirm that I have read this page (Renter's initials): _____

2. LIABILITY

- a. The Renter promises to undertake all its activities with due care for the premises and for the health and safety of all the persons it invites on the premises, including its staff and members of the general public who may attend events the Renter may stage. Accordingly, the Renter assumes all liability for loss, damage to property or personal injury that may occur as a result of it or its invitees being on the premises. The Renter agrees to indemnify and hold harmless from all such losses, the Bus Stop Theatre Cooperative and its agents and representatives, and the owner of the land and building in which the Space is located.
- b. The Renter is responsible for cleaning up the Space after its activities have ended (this must also be included in the rental period), as well as for returning the Space to its original condition (including state of technical equipment, change rooms and lobby). The Renter must also make sure that all lights, ceiling fans and air conditioning units have been turned off and that doors to the building have all been closed and locked. The Renter will be charged for any additional time required by the Bus Stop Theatre Cooperative staff to return the Space to its original condition at the end of a rental. In this case, the Renter will be charged at the hourly rental rate of \$45 / hour. Any and all future rentals made by the Renter are subject to cancellation if Bus Stop Theatre Cooperative staff is required to spend time returning the Space to its original condition.

NOTE: *Your event will be charged \$45 / hour for any additional cleaning or technical reset needed after you leave. Please clean up any garbage, leave full garbage bags in the lobby, sweep and mop the floor, clean the washrooms, reset the lobby, remove any gear or equipment that was brought, and restore and organize any Bus Stop Theatre equipment used.*

3. SUPERVISION

- a. The renter will provide additional security for more than 100 attendees, and will be able to confirm occupancy numbers at all times to ensure the space does not have more people than fire capacity allows (149).
- b. The Renter will ensure that one of its officials or authorized representatives is present in the space when it is occupied and must be left secured when not occupied. Under no circumstances may the Space be left occupied while unsupervised by the Renter, one of its officials or an authorized representative.
- c. Upon request, the Renter is required to supply the Bus Stop Theatre Cooperative with up to 4 complimentary tickets to events and performances at the space.
- d. Any setup, takedown, or cleanup time must be included in the rental period (for example, if you need to access the Space at 3:30pm to set up for a 4:00 pm event, your rental will begin at 3:30 pm). The Bus Stop Theatre

I confirm that I have read this page (Renter's initials): _____

Cooperative reserves the right to charge the renter for any additional time and/or costs incurred in order to return the Space to its original state. If the Renter exceeds the period of the rental, the Renter will be charged for any additional time at the standard rate of \$45/hour.

4. ALCOHOL

- a. Alcohol sales are permitted upon request, and in cooperation with Walk Eh? Enterprise Ltd at the rates listed on *Appendix I - Bus Stop Theatre Cooperative Rate Card*.
- b. All alcohol sales and bar operation by Walk Eh? Enterprise Ltd. are limited to dates when the Space is being used for the presentation of the Performing Arts. This does not include operation during space use as a hall or at events that are not live performance directed.
- c. On dates when alcohol sales and bar operation by Walk Eh? Enterprise Ltd. are happening, the bar will only serve 30 minutes before the performance, 30 minutes after the performance and during intermission(s).

NOTE: *To have the bar available to audiences arriving throughout the night, it is permissible to schedule multiple intermissions.*

- d. Events with alcohol or bar operation by Walk Eh? Enterprise Ltd. may be considered all ages, yet must be approved by the Bus Stop Theatre Cooperative Representative and are subject to the following conditions:
 - a. the underage attendees do not exceed more than 50 percent of total event attendees;
 - b. At least two security personnel and the renter are responsible for visibly marking under age attendees and tracking numbers; and
 - c. there is sufficient personnel to monitor drinking in the space.
- e. No outside alcohol is allowed in the Bus Stop Theatre Cooperative Space, lobby, dressing room, tech room or any other space at any time.

5. PROMOTIONS

NOTE: *Get free advertising in The Coast by submitting your event to the Bus Stop Theatre Cooperative and using tickethalifax.com for pre-sales.*

- a. The Bus Stop Theatre Cooperative agrees to promote the Renter's event on our webpage, so long as the renter submits event information to a Bus Stop Theatre representative via email.
- b. The Bus Stop Theatre Cooperative agrees to include promotions printed in The Coast as part of the Bus Stop Theatre Cooperative's event listings, online with TicketHalifax.com and on social media subject to the following conditions:
 - a.i. the Renter uses tickethalifax.com for advance sales;

I confirm that I have read this page (Renter's initials): _____

- a.ii. the Renter agrees to share ticket-buyer information collected via tickethalifax.com with the Bus Stop Theater Cooperative either directly or by allowing tickethalifax.com to share it with Bus Stop Theatre Cooperative on the renter's behalf.

6. BOOKINGS AND CANCELLATIONS

- a. All bookings in the Space are subject to the following Booking and Cancellation policy:
 - a.i. The Renter will provide the Bus Stop Theatre Cooperative with a non-refundable deposit that amounts to 25% of the total rental fee after
 - a.i.1. signing and delivering this contract, AND
 - a.i.2. receiving an invoice for the total rental fee.
 - a.ii. No booking(s) will be considered "booked" or, "reserved" on behalf of the Renter until this contract is signed by the Renter or one of its officials or authorized representatives, an invoice has been sent, and the 25% deposit is received by Bus Stop Theatre Cooperative.
 - a.iii. In the case of cancellations:
 - a.iii.1. For single/one-time bookings, the Renter, or one of its officials or authorized representatives, must provide written notice (email is acceptable) of cancellation at least two weeks prior to the date of the rental in order to avoid additional fees.
 - a.iii.2. For bookings that involve more than one time slot, the Renter must provide written notice (email is acceptable) of cancellation at least eight weeks prior to the date of the earliest rental is required to avoid the full balance of any invoices.
 - a.iv. The Bus Stop Theatre Cooperative reserves the right to monitor any booking and may shut down any activities in process deemed to be in breach of this agreement in accordance with section 1. RENTAL, ACCESS, AND USE of this contract. In the event that a booking is shut down in process:
 - a.iv.1. the Renter would forfeit any and all rental fees and/or deposits associated with the booking in question;
 - a.iv.2. the Renter would be required to stop its activities and vacate the premises immediately; and
 - a.iv.3. the Renter would be responsible for ensuring that all guests or participants vacate the premises immediately, and for doing any cleanup required to return the Space to its original condition in a timely fashion.
 - a.v. The Bus Stop Theatre Cooperative and/or any of its representatives reserve the right to refuse or cancel bookings at any time without notice.

I confirm that I have read this page (Renter's initials): _____

E. Acknowledgement and Acceptance of Terms:

I, _____, agree to the preceding rental terms and conditions. I understand that by signing this rental contract I am using the Space of the Bus Stop Theatre Cooperative at my own risk, and assume responsibility for any and all instances of loss, damage to property, or personal injury that may occur as a result of my activities in or near the Space.

Signed: _____

Date: _____

I confirm that I have read this page (Renter's initials): _____

Appendix I - Bus Stop Theatre Cooperative Rate Card

Note: All prices listed are subject to provincial harmonized sales tax (HST), so remember to add 15% to your estimated prices!

Facility Rental

	Artist or Company Member		Non Member	
Free Use of Rehearsal Space *	See Rehearsal Space Program Details (next page)		N/A	
Hourly Rental Rate	\$ 45		\$ 45	
Daily Rental Rate	\$ 180	No technical assistance provided.	\$325	Includes 6 hrs (\$90) of labour from our in house technician.
3 - 6 Days of Rental	10% off		10% off	
7 or more days of rental	20% off		20% off	

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I confirm that I have read this page (Renter's initials): _____

Appendix I - Bus Stop Theatre Cooperative Rate Card (continued)

Facility Rental Add- ons

Additional Labour	
House Tech	\$15 / hr
Front Of House Person	\$15 / hr
Bar Service	
Bartender	\$12 / performance
Use of Tech Equipment	
Member	\$50 / per contract (or negotiated)
Non Member	Included in rental fee
Lighting and Risers reset	
Done by renter	Free
Done by House Tech	\$100.00

Membership

Memberships (per 12 months)		All memberships include participation in our email newsletter, ability to join a committee and an invitation to our annual general party!
Patron	\$35	
Artist	\$125	Includes discounted rental rate
Company	\$200	Includes above benefits and access to the Rehearsal Space Program

Rehearsal Space Program

Want to have free rehearsal space? We invite our company members to use our space for free on un-booked days, up to 10 days in the future!
 email info@thebusstoptheatre.org for more information or to book a rehearsal space program date for your show!

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Appendix III - Check Out Checklist

Please ensure that the following tasks have been completed every time when leaving the Bus Stop Theatre:

After a show:

- The theatre space air conditioning unit has been turned off.
- All electrical breakers marked in green have been turned off.
- The accessibility ramp and sidewalk signs have been returned inside.
- The lobby ceiling fan has been turned off.
- All organic garbage has been thrown away into the municipal sidewalk garbage can outside, or taken away with the renter.
- All lights have been turned off (lobby, lobby bathrooms, theatre space, backstage hall, change room, backstage bathrooms, and tech room).
- All doors (front and back) have been closed and locked.

After a rental:

- All of the above.
- The theatre space and change room have been returned to their original condition.
- All moved lighting instruments have been returned to their original position, and all added fixtures have been removed.
- The theatre space and change room floors have been swept.
- All spike tape has been removed from the theatre space floor and risers.
- All chairs have been returned to their original position.
- The change room refrigerator has been emptied.
- All displays and promotional materials in the lobby have been removed.
- All garbage produced as a result of the production has been collected into a bag and left where visible in the lobby.

Thank you for using the Bus Stop Theatre and for helping us keeping it tidy!

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