

Rental Handbook

Updated January 2012

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Welcome to Theatre Direct

Theatre Direct is one of the country's leading professional theatres dedicated to young audiences. Now in its 35th year, the award-winning company's productions tour locally, nationally and internationally. In 2009, Theatre Direct opened the doors to two new creation/education and performance venues in the Artscape Wychwood Barns where it engages a diverse community of families and over 30 local schools.

Theatre Direct is a non-profit, charitable organization that is proud to uphold its mandate;

- To create and present sophisticated and uncompromising theatre for, with and by young people that provokes, challenges and inspires.
- To present theatre that is socially conscious and reflects and interprets the diversity of the Canadian experience.
- To nurture our audience's appreciation of the arts and each other through community and education based programs.

Values:

- Artistic and production excellence
- Arts Education for young people
- The promotion and inclusion of young people and their important place in Canadian society
- The promotion and development of the artist
- Professional standards, pay and working conditions for our employees and artists
- Collaboration and partnership
- Social awareness and responsibility
- Diversity and Inclusion
- Physical, financial and cultural access

Our rentals program provides important earned revenue that supports our efforts to provide accessible theatre and arts education for young people. By renting one or both of our performance spaces, you are directly assisting us in our mission. Theatre Direct reserves the right to refuse to rent to any parties whose content or activities are in opposition to our mandate and core values.

This handbook has been created to provide rental groups with the information necessary to use Theatre Directs spaces safely, efficiently and to its fullest artistic potential. If you have any questions, you can direct them to the Production and Facility Manager, Megan Paquette. production@theatredirect.on.ca

Thank you

Rental Information

Theatre Direct is located at 601 Christie St, just south of St. Clair Ave in Toronto, ON. Our main office, as well as both the Wychwood Theatre and Christie Studio are within this building. Artscape Wychwood Barns is a shared community building, with events happening in The Covered Street Barn as well as artist's studios and other locations within the building. A rental agreement with Theatre Direct entitles the renter to the use of the Wychwood Theatre or Christie Studio only, not the use of Theatre Directs office space or The Covered Street Barn.

The **Wychwood Theatre** is a 100 -110 seat fully equipped performance space with telescopic bleacher seating, and state of the art lighting, sound and projection equipment. It is perfect for live performances, film screenings, banquets, and corporate events. The **Christie Studio** can accommodate up to 60 persons and is suitable for rehearsals, readings, meetings, parties and solo projects.

Access to both of our spaces is through The Covered Street Barn, which has entrances on both Christie St. and Wychwood Ave. Both spaces also have a double bi-folding door with access to the courtyard for loading in and out. Vehicles may drive up to either of these doors with permission from Theatre Direct. Vehicle access is for loading only, and will not be available as a parking space.

The Wychwood Theatre rental is a minimum of one day (nine hours). We also have weekend and weekly rental rates. All rental rates for the Wychwood Theatre include a House Technician for up to 8 hours a day or 40 hours a week. The rental rate also includes a Front of House Manager for any public performances. The Christie Studio rental is a minimum of 4 hours as well as daily and weekly rates and does not include a House Technician unless otherwise stated.

For a price quote please fill out the online rental request form at <http://www.theatredirect.ca/index.php/visit/our-facilities/rental-request-form/> or contact Megan Paquette (production@theatredirect.on.ca).

Third Party Insurance

Theatre Direct strongly encourages all renters to acquire 3rd Party Liability Insurance. For rentals that are 3 days or less, it is up to the discretion of the renter whether or not to get insurance. For rentals longer than 3 days it is mandatory to acquire 3rd Party Liability Insurance and provide Theatre Direct with a copy of the insurance certificate.

As a renter of this facility, you are not covered by Theatre Directs insurance and are therefore encouraged to have insurance to cover the rental of the space. The terms of our rental agreement require you to provide us with a Certificate of Insurance. The Certificate should show that coverage would remain in force for the duration of the rental period.

For more information of the requirements of the insurance coverage please contact Megan Paquette.

Storage

Storage space is limited. Renters will only be allowed to store things on site during their rental period and at the discretion of Theatre Direct. On the last day of the rental, everything that is not property of Theatre Direct must be removed from the building.

Laundry

There are coin operated laundry machines on site which may be accessed with permission from Theatre Direct. These machines are for the use of tenants in Wychwood Barns. Theatre Direct will not be responsible for any lost or damaged items. The renter will be responsible for providing their own coins.

Parking

There are no designated parking spots at Theatre Direct. There is free street parking on Christie St. and Wychwood Ave. during specified hours. There is also a Green P parking lot on the north side of Christie St., just west of Wychwood Ave.

Accessibility

Both the Wychwood Theatre and the Christie Studio are fully accessible spaces. The public washroom in Wychwood Barns is also fully accessible. The Wychwood Theatre is fitted with an Audience Listening System for the hearing impaired and may be at the renters disposal upon request.

Promotion

The renter will be responsible for their own promotion. Theatre Direct must approve the venue billing on any publicity material before it is distributed. Theatre Direct will display a maximum of 2 posters, no larger than 16" x 10" for up to 2 weeks before the first public performance of the rental.

Fire and Safety Regulations

Renters are required to adhere to the fire code set for the building as well as safety regulations outlined by Theatre Direct Staff. This includes but is not limited to the following:

- Unobstructed and clear access to all fire exits
- Audience seating that maintains proper aisles and spacing
- Scenery that does not interfere with emergency lights, fire exits or aisles

- Scenery, props and costumes that are fire resistant
- Scenery that is safe in construction and choice of materials
- Any special effects (fog, strobe, haze etc) must be approved prior to set up by Theatre Direct Management
- In the Covered Street Barn, a 3' fire lane from the walls must be kept clear at all times
- Tobacco smoke and live flame are not permitted in the Wychwood Theatre or Christie Studio under any circumstances.

Theatre Direct reserves the right to make changes to any element of the production in order to ensure the safety of personnel and the general public. The renter will post lobby signage if audience members will be exposed to fog, haze, strobes etc.

During load in and load outs, the Theatre must be treated as a construction zone and comply with the regulations as set out by the Ontario Occupational Health and Safety Act. Personal Protective Equipment, such as steel toe shoes and hard hats, must be worn as legislated.

Alarm System

All Theatre Direct spaces are armed with an ADT motion sensor system. In some cases we may give the renter a key and personalized alarm code to access the building outside of our office hours. One person from the rental group (usually the person who is named on the contract) will be responsible for the keys and alarm. On the first day of your rental (or shortly before) Megan Paquette will show the renter unlocking and locking procedures for the space. It is important to return your keys on the last day of your rental.

In the event that the alarm goes off and it is accidental, first shut off the alarm with your code. Then call Megan Paquette and let her know that the alarm was accidental so she can cancel the emergency response team. If the renter sets the alarm off and the emergency response team arrives on site, the renter will be charged a fee of \$50.00 + HST.

Venue Information

The Wychwood Theatre



The Wychwood Theatre comes fully equipped with state of the art lighting, sound and projection equipment. To access an equipment inventory list please contact Megan Paquette (production@theatredirect.on.ca). The Theatre has natural light with black out capability and a semi-sprung wood floor. Theatre Direct also has a black Marley dance floor for rent at an additional cost.

The capacity of the Wychwood Theatre is 122, and shall be enforced according to the fire code. The bleacher seating can hold 80 adults or 115 children and youth. The stage area with the bleacher seating in place is 28' wide by 20' long. When the bleacher seating is collapsed the room is 28' wide by 35' long.

There is access to dressing rooms as well as a fully accessible washroom with shower. The dressing room comes equipped with a mini fridge, microwave, coffee maker and kettle. There are also dressing tables with mirrors and wardrobe racks with hangers. A tracking curtain separates the room into two private dressing areas. The renter is responsible for returning the dressing room to a state of cleanliness at the end of their rental period.

Brooms, mops, buckets, garbage and recycling bags, toilet paper and paper towels are all stocked in the washroom and storage closet back stage. It is the responsibility of the renter to maintain a clean working space and to return the theatre to its original state at the end of the rental period.

The Christie Studio



The Christie Studio is a newly renovated, naturally lit space, with blackout capabilities. The rehearsal floor is semi-sprung wood floor that runs 19' wide by 30' long. The rest of the floor is a concrete. The total dimension of the room is 36' wide by 36' long.

The capacity of the Christie Studio is 60, and can comfortably fit up to 50 chairs depending on the configuration.

The Christie Studio is equipped with a sound system and a few theatre lights. It is also equipped with tables and chairs. A small desktop projector and screen may be set up in the space upon request.

Technical Information

All technical work must be first approved by Theatre Direct Management. A technical requirement form will be sent to renters prior to their rental and must be submitted to Megan Paquette no later than 2 weeks before the first day of the rental. This form will allow Theatre Direct to assess the technical work required, and may affect the rental rate.

Access to the lighting grid in both the Wychwood Theatre and the Christie Studio requires use of Theatre Directs Genie Lift. Only a Theatre Direct Technician, who has been properly trained and certified, may use the Genie Lift.

The Theatre Direct Technician must be on site to supervise when any technical work is being done, as well as during public performances. The rental rate includes a technician for up to 8 hours a day, or 40 hours a week. If the technician works overtime on a rental, the renter will be billed at \$20 + HST per hour of overage at the end of their rental period. The technician has a minimum of a 4 hour work call and must have a 1 hour meal break after a maximum of 5 hours of work. The technician's schedule must be mutually agreed upon between the renter and Theatre Direct Management no later than 1 week before the first day of the rental period.

Under no circumstances shall the renter drill anything into, or mar in any way, the Theatre floor or walls. Scenery must be anchored using jacks and sandbags. Any tape used on the floor must be cloth gaff tape or dance floor tape. Masking tape and duct tape are strictly prohibited as they will remove the finish from the floor. Renters may purchase tape from Theatre Direct upon request and supply.

Box Office

Theatre Direct operates an online box office system, as well as ticket sales in person at our office, and over the phone during office hours (Mon – Fri, 9 am – 5 pm). The box office will also open 1 hour before the advertised start time of any public performance. Renters who have public performances running longer than 3 days are required to sell their tickets through Theatre Directs box office system. Theatre Direct will provide personnel to manage your box office for your public performances. There is an additional fee for the box office services.

Renters who have public performances that run less than 3 days may use the box office system, but are not required to. If you choose to sell your own tickets, you are also responsible for providing box office personnel for your public performances.

All renters are required to print their tickets through Theatre Direct so that we may control the capacity of the house. Theatre Direct charges \$5 for a block of 100 tickets printed.

For more information on ticket printing or our box office system, please contact Naz Afsahi at imagine@theatredirect.on.ca

Front of House

All public performances require a Front of House Manager, provided by Theatre Direct. This service is included in your rental free unless otherwise stated. All public performances require at least one usher in addition to the FOH Manager. **The usher must be supplied by the renter and must arrive at the theatre no later than 1 hour before the house opens to be trained in emergency procedures and audience protocol.**

Food and drink, except for bottled water and coffee containers with lids, is prohibited in the theatre. The renter may set up a small table to sell concessions in the lobby if they wish. All proceeds from this will go to the renter. If the renter does not wish to sell their own concessions, Theatre Direct reserves the right to sell concessions and keep all proceeds.

Alcohol

If the renter wants to serve or sell alcohol they must acquire a Special Occasions Permit and provide proof of insurance to Theatre Direct. There also must be a Smart Serve certified person in charge of serving or selling the alcohol. Alcohol will be only be permitted in the Theatre or lobby space as per the SOP and will not be permitted in the Covered Street Barn.