

Arena Complex Theatre User Agreement and Reservation Form

Name of Event: _____	Date[s] of Event: START _____ END _____
Group Presenting Event: _____	Time of Event: START _____ END _____
Date and Time for setup, practice or sound check: _____	
Date and Time for orientation of facility with SACA member: _____	
Contact Person: _____	Phone #: [_____] _____
Contact or Billing Address: _____	Email: _____
Technical help or equipment required [see rates below]: _____	

DEFINITION

This user agreement covers spaces managed by the St. Andrews Centre for the Arts Inc. [SACA] at the W.C. O'Neill Arena Complex, located in St. Andrews N.B.

Spaces include: The theatre lobby, theatre stage, the house, washrooms and ticket booth.

Hereafter, the two parties in this agreement shall be referred to as "SACA" [St. Andrews Centre for the Arts] and "USERS" [any group or individual signing this document].

RESPONSIBILITIES OF USER

- Users are expected to make appropriate use of the facility and shall not act in any manner which conflicts with Public Health regulations.
- Users shall ensure all pertinent fire regulations are followed and shall keep all fire exits accessible at all times. There shall be no OPEN flames and no SMOKING. Users shall not exceed the seat capacity of 120 and the fire exit beside the stage is for emergency use only [no loading, unloading or exiting other than for an emergency].
- Users are responsible for their own liability insurance.
- Users will submit a post-dated cheque as a damage deposit in the amount of \$100.00 with this signed document and agree to pay for any damage incurred by them over and above the deposit. Deposit will be returned upon payment of event fees owing.
- Users must comply with the conditions and procedures as listed on the checklist sheet. [on reverse side]
- First time users must receive an orientation to the facility and the procedures.
- Users requiring the use of the DVD equipment need to contact the Film Society for permission and instruction. Call Stratis Gavaris at 529-3067 or Larry Lack at 529-4982

FEES

- Users are to pay to the St. Andrews Centre for the Arts Inc., \$1.00 per seat sold, or a minimum of \$35.00
- Users are to pay \$15.00 per event for use of technical [sound and light] equipment, if required.
- Users are to pay for a sound and light technician, at the rate of \$25.00 per hour [\$12.50 for a student technician], if required.
- Users are required to pay fees **one week** from the conclusion of their event. **Cheques made out to "St. Andrews Centre for the Arts Inc." P.O. Box 3913 St. Andrews N.B. E5B 3S7 Canada.**

WAIVER AND RELEASE

User shall indemnify and save harmless SACA, its officer and directors and the Town of St. Andrews, its employees and officers from and against all claims arising out of the use of these premises under this agreement.

Signing this form indicates you have read and agree to abide by the regulation regarding the use of the space.

USER SIGNATURE	DATE
SACA SIGNATURE	DATE

OFFICE USE ONLY: payment by _____ cheque # _____ amount _____ date received _____
seats sold _____ date damage deposit returned _____ \$ amount of damage incurred _____ what _____
technical equipment used: yes ___ no ___ condition of facility: good ___ fair ___ unacceptable [explain] _____
<i>revised February 8, 2007SR</i>