

SUSAN TAYLOR THEATRE

190 Willow Street, Amherst, NS B4H 3W5

(902) 661-2540 FAX (902) 661-2535

susantaylortheatre@ccrsb.ca

<http://arhs.ccrsb.ca>

Debbie Doucette, Secretary

RENTAL GUIDELINES

1. All users must obtain prior written approval before using the Susan Taylor Theatre. This approval can only come from the ARHS Theatre Advisory Committee. The set up for performance will be no more than one week prior to the event. Any alternate arrangements for extenuating circumstances must be approved by the Committee. Rental includes only the use of the Susan Taylor Theatre. All cheques will be made payable to Chignecto Central Regional School Board. Payment is expected with the return of application.
2. Cancellation on a rental agreement must occur 2 weeks in advance of the show.
3. Custodial/Security must be on the premises during all activities. Your group must make payment to the Chignecto Central Regional School Board. (RATE OF PAY IS PER THEIR CURRENT CUPE CONTRACT AT \$18.06/hr FOR A MINIMUM OF 2 HOURS plus 14% for employer costs for such items as CPP and EI.)
4. Any damage done to the facility due to negligence is the responsibility of the group/organization booking the facility.
5. The school and grounds are now completely SMOKE FREE which means there is no smoking on school property.
6. There will be NO food or drink in the theatre.
7. Any equipment owned by the ARHS Theatre Advisory Committee may only be operated by those approved by the ARHS Theatre Advisory Committee.
8. Any tape put on the theatre floor shall be Gaffer Tape and must be removed immediately after use. If this tape is not removed immediately, there will be a charge for the ARHS Theatre Advisory Committee or caretaker to remove it. Also, no screws are to be placed in the theatre front (hardwood section) of the stage floor. Anything used to affix props to the rear stage area must be approved by the Committee and repaired to the Committee's satisfaction. Theatre lights are to be adjusted by those approved by the Committee due to liability and risk of injury.
9. Each group renting the Theatre must appoint a representative member responsible for booking and communication with Debbie Doucette, Administrative Assistant (661-2540) or susantaylortheatre@ccrsb.ca.

Thank you for your cooperation. Please note that all monies raised by the Theatre will be used for the Theatre and the promotion of the Arts.

November 2014