

## A-SPIRE PLAYERS' VISITING PRODUCTION AGREEMENT

Primary Contact: (First and Last Name)	Phone Number	Email Address
Name of Group (with complete mailing address)		
Name of Play & Brief Synopsis (author/playwright name)		
Number & Dates of Performance (s)	Total # of Cast	Total # of Crew
Expected Arrival Time	Length of Performance including Intermissions	

### Use of Equipment (Sound & Lighting Requirements)

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### Other Supports Requested (FOH, Curtain Assistance)

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### Concerns and/or Exceptions (points not covered in the agreement)

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### List of Cast & Crew (for access to theatre)

[illegible]

I will comply with the conditions and expectations as listed in the A-Spire Players' Visiting Production Agreement.

Signature of Primary Contact

## **A-Spire Players Inc**

### **Visiting Production Agreement (VPA)**

1. Program Coordinator. The A-Spire Players' Program Coordinator, responsible for setting up the performance schedule and being the primary point of contact for visiting groups, is:

Kim Malchuk

(204)642-8079

[aspireplayers@gmail.com](mailto:aspireplayers@gmail.com)

2. Visiting Production Agreement. The Program Coordinator will send out the complete VPA package to the person who requested the use of our facility. The assumption will be that this person will be the primary contact. Should this not be the case, please ensure the primary contact name is provided on the form. The completed form should be emailed back to the Program Coordinator at [aspireplayers@gmail.com](mailto:aspireplayers@gmail.com) at their earliest convenience.

3. Security Deposit. In order to accommodate and block the dates each visiting group is requesting, a security deposit of \$250.00 is required (e-transfer to [aspireplayers@gmail.com](mailto:aspireplayers@gmail.com)) to secure the dates requested. The deposit will be refunded and included in the final cheque amount if:

- a. no damage has been done to property/equipment
- b. cancellation of performance fourteen (14) days prior to the reserved dates

4. Summer Schedule. Our Summer Theatre Season normally extends from the May Long Weekend to the September Long Weekend inclusive. Generally, in order to present during this period, the visiting group must provide the above information by 15 March prior to the applicable summer.

5. Performance Schedule. Once the completed VPA and security deposit has been received and approved, performing groups will be notified.

6. Liaison Person. The week of the performance(s), either the Program Coordinator or a liaison person from A-Spire Players will be assigned to welcome and assist the visiting group.

7. Arrival Times. **At least seven (7) days in advance**, each visiting group is to advise the Program Coordinator of their initial expected arrival time.

8. Meals & Accommodations. The visiting group will be responsible for all of their own meals and accommodations.

9. Technical/Dress Rehearsal. Unless otherwise specified by the visiting group, it is anticipated that the visiting group will schedule a Technical/Dress Rehearsal within one to two hours of their arrival.

#### Facilities & Sets

10. The A-Spire Theatre is a smaller venue with only seventy (70) seats sold per performance. Details of the facility including stage dimensions etc are available through the Program Coordinator.

11. A-Spire Theatre is located in the Gimli Unitarian Church at 76 2<sup>nd</sup> Avenue in Gimli. A-Spire Players is the primary tenant of the A-Spire Theatre with the owner being the Gimli Unitarian Church.

12. The set at A-Spire Theatre is fairly fixed. Any structural changes required must be brought to the attention of the Program Coordinator, **at least six (6) weeks in advance of any performances.**

### Performances

13. Standard performances on weekday nights start at 7:30 pm with Sunday Matinees starting at 2:30 pm. A standard set of performances during our summer program consists of three (3) performances, Friday and Saturday nights and a Sunday Matinee. The house normally opens 30 minutes before the performance time and intermissions (if any) are normally 10-15 minutes in length. Other performance timing, such as a Saturday matinee, must be communicated to the Program Coordinator to get approval from the Board.

14. Each performance is typically expected to be a minimum of approximately 75 minutes in length including any breaks for scene changes and intermission. Where a group's performance is less than 60 minutes in length not including an intermission, they may coordinate with or be assigned to share the performance(s) with another group.

### Content

15. Presentations should not contain any content that would legally require the audience to be limited or restricted such as "Adults Only".

16. At the request of the Gimli Unitarian Church, the owner of A-Spire Theatre, presentations conducted in the theatre should not affront the character of the church as a religious institution.

### Financial

17. All tickets for each performance are as follows:

- a. If length of performance is 60 minutes or less - \$15.00
- b. If length of performance run is between 60-75 minutes - \$20.00
- c. If length of performance is 75 minutes or more - \$25.00

18. Visiting group(s) will receive sixty percent (60%) of ticket sales less any cost of damages due to negligence or misuse on the part of the visiting group. Where there is more than one group per performance, sixty percent (60%) of ticket sales will be divided equally between the groups or as otherwise agreed between the groups in advance.

19. A-Spire Players' will email the final ticket sales report, along with a cheque by the end of the following week. The cheque will be made out to the primary contact and/or company name indicated on the VPA.

### Props & Costumes

20. The visiting group shall be responsible for supplying their own props and costumes.

### Sound & Lighting Equipment

21. Unlike many groups, A-Spire Players' maintains its own specific theatre sound & lighting equipment. However, due to the expense of the equipment, any usage of A-Spire Players' equipment must be done either under the supervision of an A-Spire Players' member or by someone who has been deemed qualified by A-Spire Players to use the equipment. Should the visiting group require A-Spire's lighting/audio technician for all performances an additional fee of \$50/performance will be applied.

22. Visiting groups are to notify the Program Coordinator of sound and lighting requirements at least **six (6) weeks in advance.**

**23. *Although A-Spire Players and the Gimli Unitarian Church have their own insurance policies including 3rd party liability, visiting groups and their equipment are not covered for actions or negligence on their part and are responsible for providing their own coverage.***

### Entandem (Sound/SOCAN) Licensing

**24. *For visiting musical performers, in accordance with Entandem and RE: SOUND/SOCAN licensing, 3% of performer's fees will be withheld and remitted to Entandem by A-Spire annually.***

### Advertising

24. Aspire Players' will be happy to assist with promoting the visiting groups production as our goal is to sell out every performance; however, the visiting group will be expected to promote their production through social media, website, press release, word of mouth, etc.

25. The visiting group is responsible for:

- a. creating/designing/printing all materials for production (ie: tickets, posters, handbills, programs)
- b. sending drafts of all material to [aspireplayers@gmail.com](mailto:aspireplayers@gmail.com) for final sign-off before printing
- c. coordinating the delivery of materials with Program Coordinator fourteen (14) days before performance dates
- d. ensuring programs and handbills comply with all performance rights

### Performance Rights, Fees & Printing Standards

26. The visiting group is responsible to ensure all Performance Rights and conditions are met and all related fees are paid prior the performance(s) as directed by the author/playwright or their agent(s).

27. All printed material, in a font size not less than half that used for the name of the play or the production's title, shall include either:

- a. "A-Spire Players" included on a centered separate line prefixing the leading page

Examples: " ... welcomes", " ... introduces"

- b. "A-Spire Players' Summer Theatre Season" included on a centered separate line suffixing the leading page.

Example: "Presented as part of the...",

28. All printed material must include a warning should the performance include any of the following:

- a. Adult Content;
- b. Coarse Language;
- c. Depictions of Sexual Content; and/or
- d. Depictions of Violence.

Example: "Warning: This performance contains some adult content and coarse language."

#### Ticket Reservations, Printing and Inventory Control

**29. *A-Spire will be responsible for the printing and distribution of tickets. People can reserve their tickets by:***

- a. Calling 204-642-8079 and this will include family members and friends of the cast and crew. Tickets can be prepaid by sending an e-transfer to [aspireplayers@gmail.com](mailto:aspireplayers@gmail.com). or pay at the door (cash only).
- b. Purchasing tickets from HP Tergesens & Sons (cash only). Tickets will be available one week before the performance date(s). They are located at 82-1st Avenue, Gimli, MB.
- c. Purchasing tickets at the door 30 minutes before the performance commences

30. Only members of the cast, crew, front of house staff and those individuals required under contractual law will be permitted free access to the performance.

#### Theatre Access

31. Door Keys. The primary contact will be issued one door key by the Program Coordinator or the A-Spire Liaison.

32. Balcony Keys. Balcony keys will only be issued to individuals who have been deemed qualified to use the light and sound equipment by our technical personnel.

33. Returns. All issued keys shall be returned to the Program Coordinator or Liaison Person prior to any payments being paid.

#### Damages & Injuries

34. The visiting group shall be responsible for all damage to A-Spire Players' or A-Spire Theatre property due to negligence or misuse on their part.

35. The visiting group is responsible for damages to their own property and injuries to their group members due to negligence on their part.

#### Building Security

36. At the conclusion of each time a visiting group departs the theatre, the group shall ensure the following:

- a. Doors - All outdoors are locked;
- b. Light & Sound Equipment - Turned off;
- c. Balcony Door - Locked;
- d. Heat/Air Conditioning - Turned off (or down during the Winter);
- e. Ceiling Fans - Turned off;
- f. Lights - Turned off;
- g. Washroom Doors - Left open; and
- h. Theatre Chairs - Returned to theatre style (6 across on either side of the centre aisle).

#### Church Property

37. The electric piano in the theatre is the property of the Unitarian Church and is not be used unless special arrangement has been made through the Program Coordinator in advance.

#### Pre-Performance Announcements

38. A-Spire Players shall ensure pre-performance announcements are made to the audience concerning:

- a. Smoking is only permitted outside of the building on the sidewalk;
- b. Cell phones are to be turned off during the performance;
- c. Emergency exits are highlighted at the front and rear of the hall;
- d. No photography or recordings are permitted during the performance; and
- e. Washrooms are available downstairs through the front exit.