

## A-SPIRE PLAYERS' PRODUCTION REQUEST FORM

Primary Contact: (First and Last Name)	Phone Number	Alternate Phone Number
Name of Production (eg title of the play, the group's name or name of the event, other)		
Description of Production (eg a comedy play by ..., improv troop, type of musical group, other)		
Expected Start Date	Total # of Cast/Group Members	Total # of Crew Expected
Expected Performance Date(s)		Length of Performance including Intermissions

### Use of Facilities

Times & days of the week or specific dates and times requesting

### Other Supports Requested

### List of Group Members (use other side as necessary)

First Name	Last Name	Cast/Performer or Crew	Position/Character	Has Key? Y/N

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

Signature of Primary Contact

# **A-SPIRE PLAYERS INC**

## **MEMBER PRODUCTION AGREEMENT**

### INTRODUCTION/BACKGROUND

1. It is not uncommon for current members of A-Spire to want to form a group in order to put on a performance or just to rehearse or practice. This document will navigate and explain how members can successfully work through the process to bring their production/group to fruition.
2. Due to our small stage and venue, we've found that we can't support the large groups or productions necessary to employ all of our willing members at the same time; so consequently, we've taken an alternate route. Instead of having one large, centralized production, we've found that having a number of smaller concurrent productions enables us to maximize the number of members at the same time. The other benefit to this is that a member can be casted or perform with one group, but then take on another role with another group (ie: lighting/sound, stage manager, etc.). The opportunities are endless.
3. Any member or group of members with an idea for a production/group will need to fill out the Member Production Request Form and present this to the Board. The Board is, of course, responsible for the operations of the theatre; however, it is also their job to review each of the member ideas and then coordinate the association's resources between all groups. This includes everything from arbitrating scheduling conflicts, coordinating multiple-group performances, managing the requests from visiting theatre groups, and taking care of common tasks of putting on each performance.

### Application Process

4. A Request Form is attached as the first page of this document. Simply fill out the form in pen or online and submit it or provide the same information to any member of the A-Spire Players' Board of Directors (the Board).
5. Primary Contact. One person must be identified as the Primary Contact for the group or production. If for some reason, the individual identified cannot continue in this role, one other individual may be selected. No other than the one substitution may be permitted per year.
6. Time Limitations. The total length of time of your request, is not to exceed 12 months and may not extend past September 30th of any year. However, groups continuing from one year to the next will automatically be considered without a further application. These restrictions are designed to permit changes with the restructuring of the Board at the association's Annual General Meeting (AGM) held each September.

### Approval Process

7. Once your Request Form is submitted, you should have a response within seven (7) days. If you have not heard anything within seven (7) days, contact the Board's member you submitted the form to.

8. Your request will be scheduled to be reviewed at the next Board meeting, normally held monthly. You will be invited to attend the meeting to be able to: to provide additional explanation of your production and support requirements; and receive direct feedback on your request.
9. Your request will be discussed and decided on by the Board. Once your request is approved, a Board representative will be specifically tasked to liaise with you and your group. All further items or concerns should then be addressed through that representative.
10. Should your request be denied for the current year's schedule, your group can resubmit the request form for the following year.
11. Any desired changes from the conditions, stipulations and/or limitations as listed in this document must be approved by the Board in advance.

### Content

12. The content of the productions is only limited in that:
  - a. 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; and
  - b. The presentation should not legally require the audience to be limited or restricted such as "Adults Only".

### SUPPORTS AVAILABLE

#### Use of Facilities

13. Rehearsals. The Board is responsible for all bookings; therefore, please ensure you provide your preferred rehearsal days on the request form. If there is a conflict with days selected, the Board will work with you to find an alternative rehearsal schedule.
14. Performances. Once a group is prepared to conduct a performance, arrangements including dates, timings etc are to be coordinated with the Board. Prior to a group's performance, the group is normally given sole usage of the stage for the week prior in order to: make changes to the stage; leave up out their props and equipment; and schedule addition rehearsals.
15. Other Member Functions. The Board commonly entertains requests to use the facilities for member functions such as birthdays, anniversary, retirement, etc.. These events must be open to all A-Spire Players' members and are reviewed on a case-by-case basis.

#### Insurance Coverage

16. One of the main reasons for the review process is to ensure that your group's activities are eligible for coverage by the A-Spire Players' Insurance Coverage and to register your activities for that coverage. Once approved, your group's activities will be covered for damages and injuries caused due to negligence during rehearsals and performances.

## Props

17. A-Spire Players' maintain a limited stock of previously used props in the shed behind the theatre. All approved groups are welcome to request to view and utilize these items. Consequently, all groups are welcome to add to our stock any props and/or costumes they are finished with and no longer want.

## Sound & Lighting Equipment

18. As with many theatre groups, A-Spire Players' maintains its own general lighting and sound equipment; unfortunately this does not include on-stage sound equipment such as amps, microphones etc. Approved groups may request usage of the theatre equipment. However, due to the expense of the equipment, any usage must either be performed by a member who has previously been qualified by the Board to use the equipment or under the supervision of a member who has previously been qualified by the Board to use the equipment.

19. It is the group's responsibility to find and select a qualified individual to operate the sound and lights for your production. Your liaison Board member can suggest qualified members to work with your group or coordinate the training and/or assessment of your selected individual if they are not qualified.

## EXPECTATIONS

### General

20. Once your group's request has been approved there are a number of expectations that your group will be expected to follow. Failure to follow these expectations may result in:

- a. Withdrawal of Board approval for your group/production;
- b. Withdrawal of all or specific supports previously authorized;
- c. Revocation of membership; and/or
- d. Addition of further conditions on request supports.

### Membership

21. All members of your production's cast and crew shall be members of A-Spire Players' with all membership fees paid in full for the current fiscal year.

### Primary Contact

22. The Primary Contact is responsible to the Board for their group's behaviour and activities.

23. It is expected that the Primary Contact will be a member of A-Spire Players with experience in directing and/or backstage operations within A-Spire Players. Additional training may be required and provided as a condition to the Board's approval of the group or its activities.

### Copyright Laws

24. All Canadian copyright laws are to be strictly adhered to and photocopying of scripts, production notes and sheet music without proper permission will not be tolerated.

### Financial Conditions

25. Members may not receive remuneration for their performances. Where a group performs, including for an outside group or organization, all donations, receipts or payments are to be made to A-Spire Players.
26. With the pre-approval of the Board, arrangements for benefit performances in support of outside organizations or groups may be authorized, but with A-Spire Players listed as the benefactor.

### Theatre Keys

27. Door Keys. Each authorized group will be entitled to one door key.
28. Balcony Keys. Balcony keys will only be issued to members who have previously been qualified by the Board to use the light and sound equipment. Only one balcony key will be issued per group.
29. Returns. All issued keys shall be returned to a Board member no later than thirty (30) day following the final performance, or where the group will not be continuing rehearsals.

### Snow Removal

30. This is a joint responsibility with the landlord being responsible for the snow removal after a storm/blizzard (putting down salt if needed) and A-Spire members using the theatre for rehearsals shall ensure that stairs are clear of snow/ice for the safety of all its members.

### Rehearsal Space

31. Due to the nature of the organization as an association, the facilities are a shared resource. While putting on your rehearsals or preparing for your performance, other groups will be holding their rehearsals and preparing for their performances. As such, all of your production's props, furniture and equipment must be removed from the stage at the conclusion of all rehearsals unless otherwise approved by the Board. Arrangements for storage of props, furniture and equipment must also be arranged with the Board.

### Stage & Sets

32. The stage at the A-Spire Theatre is fairly static. Any structural changes and the timings for structural changes must be approved by the Board of Directors well in advance, including:
- a. removal, addition or painting of fixed walls;
  - b. addition, removal or painting of fixtures including doors, windows or other portals;
  - c. addition or removal of curtains;
  - d. painting of floors; and
  - e. extensions of the stage area.
33. All structural changes made to the stage for a performance shall be reversed within 4 days of your group's final performance.

### Damages & Injuries

34. All damages and injuries occurring in the theatre or during a rehearsal or performance are to be reported to the Board as soon as possible.

### Church Property

35. The electric piano and various labeled items in the theatre are the property of the Unitarian Church and are not to be used unless special arrangements have been made with the Church through the Board.

### Building Security

36. At the conclusion of each time a group uses 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 - Turned on and set to 15C;
- e. Air Conditioning - Turned off;
- f. Ceiling Fans - Turned off;
- g. Lights - Turned off;
- h. Washroom Doors - Left open; and
- i. Theatre Chairs - Returned to theatre style (6 across on either side of the centre aisle).

## PERFORMANCES

### Dates/Timings

37. Once a group is prepared to conduct a performance including those outside of our facility, all arrangements including dates, timings etc are to be coordinated with the Board.

38. A standard set of performances in our facility traditionally consists of three (3) performances, Friday and Saturday nights starting by 7:30 pm and a Sunday Matinee starting by 2:30 pm. The house normally opens 30 minutes before the performance time and intermissions (if any) are normally 15 minutes in length. Other performance timings, such as a Saturday matinee, must be brought to the Board for approval.

### Length/Type of Performance

39. The length of your performance will also impact on the format of your performance.

- a. 75 minutes and over - your performance will be scheduled for its own performance date(s) and tickets will nominally be \$25. Normally, based on the amount of effort that is usually required to put together a performance of this length, it is expected that your group will perform a standard set of performances and will be considered for inclusion in our Summer Theatre Schedule; and

- b. Under 75 minutes - your performance may be scheduled in concert with one or more other group performances in order to provide the audience with a full program. A-Spire Players also reserves a number of events during the year, where smaller, single performances may be combined. Consequently, if we do not have another group to add to the program and your performance time is at least 60 minutes, the Board may consider a lower ticket price (ie \$20.00)

40. Where your performance is open to the public to perform such as jam sessions, competitions or open-mics, other types of levies may be considered instead such as entrance fees, a silver collections etc.

#### Tickets and Ticket Sales

41. The Board shall be solely responsible for the creation and coordinating sales of tickets. Tickets will be available:

- a. By calling (204) 642-8079 to reserve tickets with payment by e-transfers sent to [aspireplayers@gmail.com](mailto:aspireplayers@gmail.com) or paid at the door (cash only)
- b. At HP Tergesens' & Sons, 82 1st Avenue, Downtown Gimli - between 10 am to 6 pm Saturday to Friday - from one week before and until the last weekday before the performance;
- c. All remaining tickets will be sold at the door, starting 30 minutes before the performance.

42. 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. Family members and friends will be expected to purchase tickets.

#### Cancellation

Once a performance date or dates have been set and the minimum number of days' notice has elapsed, it is expected that the show will go on as scheduled and only under extreme circumstances will the performance be canceled.

#### Budgets

43. Once performance dates have been set, each approved group is considered for a budget to which they may be reimbursed. Additional funding, including non-performance related purchases may be requested on a case-by-case basis. No expenditure(s) shall be made prior to the approval of a budget or expenditure(s) by the Board.

44. The general formula for calculating the budget value per performance is:

The Number of members (both on and off stage) X  
The Length of the performance in hours (to the nearest quarter) X  
\$20.00 Membership fee (as of Oct 2016)

However, as a minimum, the budget will ensure that all legal requirements may be met including paying for performance fees and the purchase of scripts.

45. The Primary Contact will be responsible for coordinating all expenses against the group's budget and shall ensure that all expenses stay within the total amount budgeted to them.

46. Expenses against the budget will generally be reimbursement basis only; however, funds may be provided to the group in advance. Funds provided to a group will be issued to the Primary Contact only and the Primary Contact will be personally responsible for the security, accounting and disbursements of the issued funds.

47. Budgeted and Issued Funds may only be spent on:

- a. Payment of Performance Fees;
- b. Purchase of Scripts/Sheet Music;
- c. Construction of sets;
- d. Rental of on-stage musical equipment;
- e. Purchase of costumes and props; and
- f. Food and non-alcoholic beverages for cast and crew during performances or travelling to/from performances on the road.

48. No funds may be expended without a receipt.

49. Within thirty (30) days of the final performance or last performance of the year, the Primary Contact shall submit to the A-Spire Players' Treasurer:

- a. an accounting of all expended funds;
- b. receipts for all expended funds; and
- c. all remaining issued funds

#### Advertising

50. Once a performance date or dates have been established, the Board will coordinate the advertising for the performances and pay for those subsequent expenses for the advertising including:

- a. Designing, copying and distributing of up to fifteen (15) performance posters;
- b. Releasing a press release;
- c. Coordinating media interviews; and/or
- d. Website, social media, posters displayed in local businesses, and the community digital board will be used to promote the production .

#### Performance Rights & Fees

51. The Primary Contact is responsible to ensure that all Performance Rights and conditions are met and all related fees are paid prior to the performance(s) and any advertising of the production as directed by the author/playwright or their agent(s).

52. A-Spire Players does maintain Entandem Music Licensing for both background and incidental music played during a performance; and for musical performers to perform music which is not their own or available from the public forum.



53. Performance Rights must be purchased with "A-Spire Players" or "A-Spire Players Inc." as the organization and the Primary Contact as the Named Representative.

#### Printed Material

54. With respect to programs and posters for performances, Primary Contacts are responsible for:

- a. coordinating the creation of any programs and posters for their performance(s);
- b. ensuring programs and posters comply with all performance rights; and
- c. ensuring programs and posters comply with the items listed below.

55. The Board shall be provided for approval, a draft/mock-up of all programs and posters, prior to printing.

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

- a. "A-Spire Players' Presents" centered on a separate line prefixing the name of the play, the group's name or the production's title; or
- b. "An A-Spire Player's Production" centered on a separate line suffixing the page.

57. 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."

#### Pre-Performance Announcements

58. The Primary Contact shall ensure pre-performance announcements are made to the audience concerning:

- a. Smoking is not permitted inside of the building or on the church grounds;
- 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. Washrooms are available downstairs through the front exit; and
- e. The timing and durations of breaks and/or intermissions.