

The Registry Theatre and J.M. Drama

RENTAL RATE SHEET – effective Jan. 1, 2011

Rental Item	Price
<u>Daily rental rate:</u>	\$240/day Sun-Wed \$265/day Thurs-Sat
Includes use of dressing room, black box theatre, green room, and lobby from 10:00 a.m. - midnight. Use of black box theatre includes basic sound and lighting systems. Maximum of 2 shows/day. Cleaning included.	
<u>Weekly rental rate:</u>	\$1250/week \$40 cleaning/day
Includes use of dressing room, black box theatre, green room, and lobby from 10:00 a.m. - midnight. Use of black box theatre includes basic sound and lighting systems. Maximum of 2 shows/day. Cleaning extra.	
<u>Extra shows:</u>	\$40/show
Every show above 2 shows/day is charged an extra fee to help cover the costs of electricity and washroom supplies. Depending on anticipated usage, an extra cleaning may be required.	
<u>Extra hours:</u>	\$20/hour
Rentals start at 10:00 a.m. Requests for earlier entry may be granted depending on theatre availability and at the discretion of management.	
<u>Technicians:</u>	\$15-\$20/hour
The Registry Theatre can put your group in contact with a technician. There is a minimum 3 hour call.	
<u>Equipment:</u>	Various
Please see our equipment rental schedule.	

Procedures for booking the theatre:

1. A general inquiry by phone or email will determine availability of the theatre for your event.
2. A contract will be sent to you by email to review. This will outline the dates, times and payment schedule.
3. The space will be held for approximately 2 weeks upon sending out the contract.
4. Once the Registry Theatre has received the deposit and signed contract, your date will be confirmed.
5. Full payment of rent is due no less than 30 days before rental date. For rentals booked with less than 30 days, please contact Centre in the Square to arrange payment of deposit and rent immediately by credit card upon receipt of contract and invoice. If rent is not received, the renter will not be given a key. (Please do not deduct the deposit from the amount owing for rent.)
6. The theatre accepts cash or cheque only. Cheques must be made payable to Centre in the Square.

Theatre Specs:

Seating Capacity:	150 (or 168 if you choose to add an extra row of seats)
Seating Configuration:	Moveable chairs on fixed seating risers
Stage size:	32' wide x 28' deep
Deck Height:	Ground level
Lighting & Sound:	Standard systems included
Curtains:	Fixed legs, rear traveler, front traveler
Loading Area:	Loading dock at rear of building with direct access to stage
Accessibility:	Elevator and washrooms
Parking:	See other website link for Parking info
Air Conditioning:	Yes

**To book the theatre or for more information, call 519-745-6565
or email info@registrytheatre.com
Prices subject to change.**