

The Registry Theatre and J.M. Drama

RENTAL RATE SHEET – effective Jan. 1, 2008

Rental Item	Price
Daily rental rate:	\$240/day Sun-Wed
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.	\$265/day Thurs-Sat
Weekly rental rate:	\$1250/week
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.	\$40 cleaning/day
Extra shows:	\$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.	
Extra hours:	\$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.	
Technicians:	\$15/hour
The Registry Theatre can put your group in contact with a technician. There is a minimum 2-hour call.*	
Equipment:	Various
Please see our equipment rental schedule.	
* Fees to technician staff are payable to them directly. Cash payment is preferred.	

Procedures for booking the theatre:

1. A general inquiry by phone or email will determine availability of the theatre for your event.
2. The space will be held for approximately three weeks upon sending out the contract.
3. A contract will be sent to you by email to review. This will outline the dates, times and payment schedule. A due date (three weeks) will be set for your deposit payment.
4. Once the Registry Theatre has received the deposit and contract, your date will be confirmed.
5. Full payment of rent is due one week before rental date. 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.

Theatre Specs:

Seating Capacity:	143 (or 159 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:	Limited parking in rear lot, lots of public parking nearby
Air Conditioning:	Yes

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