



# CITADEL THEATRE

## RENTAL REQUEST FORM

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**Preferred Event date:** \_\_\_\_\_

**Preferred Venue:**

- The Club
- The Club Lobby
- The Tucker Amphitheatre
- The Zeidler Hall
- The Maclab Theatre
- The Shoctor Lobby
- The Shoctor Theatre
- The Boardroom
- Other \_\_\_\_\_

**Function:**

- Lecture
- Film Screening
- Corporate Reception
- Christmas Party
- Dance Recital
- Meeting / Town Hall
- Other \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Primary contact:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
\_\_\_\_\_

**Primary phone number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

1 The Citadel Theatre reserves the right to decline rental of our facilities for any event or to any party where such rental may be detrimental to the best interests of the Citadel Theatre and its patrons.

**PLEASE NOTE THE FOLLOWING REQUIREMENTS:**

- 1. You must provide the Citadel Theatre with a certificate of liability insurance with minimum limit of \$2,000,000.00 per occurrence for the duration of your event; and**
- 2. You must obtain a SOCAN license if music is being played at your event.**

Number of guests expected: \_\_\_\_\_

Rental start time: \_\_\_\_\_

Guest arrival time: \_\_\_\_\_

Event start time: \_\_\_\_\_

Breaks or intermission times (if any): \_\_\_\_\_

Event end time: \_\_\_\_\_

Rental end time (Please allow an appropriate amount of time in which to pack up and load your event items): \_\_\_\_\_

**PLEASE NOTE THAT THE CITADEL IS A SCENT FREE BUILDING. FOR THE SAFETY OF THOSE WITH ALLERGIES, PLEASE ADVISE YOUR GUESTS TO REFRAIN FROM THE USE OF PERFUMES OR SCENTED PRODUCTS BEFORE COMING TO THE CITADEL.**

**CATERING**

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Is there a catering component to your event?      **YES**      **NO**

Name of caterer: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of contact at catering company: \_\_\_\_\_

What is the estimated time of arrival for the caterer? \_\_\_\_\_

Does the caterer require a prep area?      **YES**      **NO**

If so, how many 6' tables are required? \_\_\_\_\_

How many tables will the caterer require for all the catering items they will be providing to your guests? \_\_\_\_\_

Will the caterer be responsible for bussing tables?      **YES**      **NO**

If NO, who on your team will be responsible for doing this task? \_\_\_\_\_

If the caterer is just dropping & going, who on your team is responsible for packing up any leftover food / drink items and / or catering equipment? \_\_\_\_\_

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What time will the caterer be picking up their left supplies / equipment? \_\_\_\_\_

If rentals of catering equipment, china, glassware, etc are required, what time will the rental company be dropping off and picking up these these items?

DROP OFF TIME                      PICK UP TIME

Name of rental company \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of contact at catering company: \_\_\_\_\_

## TICKETING

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Are you selling tickets to your event?            YES    NO

If no, are you giving away tickets to your event? YES    NO

*If yes, this is considered a ticketed event, and Box Office fees will apply*

**\*\*Please note that all sales must go through The Citadel Theatre Box Office\*\***

**\*\*ANY EXCHANGE OF FUNDS, INCLUDING DONATIONS,  
FOR TICKETS IS CONSIDERED SELLING OF TICKETS\*\***

## PHOTOS / VIDEO

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Are you hiring a photographer or videographer? YES    NO

Name of photographer / videographer \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

**\*\*Please ensure your photographer / videographer is at the event 30 minutes prior to the event start time. If the photographer or videographer is not at the event 30 minutes before start time, there is a possibility that the photographer or videographer will not be allowed to enter the event\*\***

## MERCHANDISE

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Are you selling merchandise at your event?            YES    NO

What kind of merchandise will you be selling? \_\_\_\_\_

Please list each item along with what you will be charging for each item:

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How many tables will you require for your merchandise? \_\_\_\_\_

**\*\*Please note that if you are selling any merchandise, the Citadel reserves the right to retain 15% of all merchandise sold\*\***

## **TECHNICAL REQUIREMENTS**

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**Do you require any of the following equipment (Charges may apply to some of these items.)**

Hard Wired Mic with Stand (\$75 / each)	<b>YES</b>	<b>NO</b>	Number required: _____
Hard Wired Mic with Lectern (\$75 / each)	<b>YES</b>	<b>NO</b>	Number required: _____
Wireless Mics (\$100 / EACH)	<b>YES</b>	<b>NO</b>	Number required: _____
Lapel Mics (\$100 / EACH)	<b>YES</b>	<b>NO</b>	Number required: _____
Tuned Grand Piano (\$300):	<b>YES</b>	<b>NO</b>	
Tuned Upright Piano (\$200):	<b>YES</b>	<b>NO</b>	
Blue Ray or DVD Player (\$25 / each)	<b>YES</b>	<b>NO</b>	Number required: _____
Roll Up Projector Screen (\$30 / day)	<b>YES</b>	<b>NO</b>	
Short Throw Projector Set Up(\$150)	<b>YES</b>	<b>NO</b>	
55" LCD Presentation Screen (\$175 for 1 <u>OR</u> \$300 for 2)	<b>YES</b>	<b>NO</b>	Number required: _____

**\*\*For use in the Club Lobby, Shoctor Lobby, Tucker Amphitheatre or Boardroom\*\***

Large Format Projector and 10' x 17' Wide Screen (\$800 per event)

**\*\*Available for use ONLY in the Maclab, Shoctor or Club\*\***

**YES NO**

Shaw Business Internet (\$150 per event) **YES NO**

**\*\*Available in the Maclab Theatre, Shoctor Theatre or Zeidler Hall ONLY\*\***

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**PROGRAM REQUIREMENTS**

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Please describe the format for your video program? (powerpoint, movie, dvd, etc)

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Does your presentation require sound? **YES** **NO**

**Please provide a detailed itinerary of your program:**

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How many speakers will you have? \_\_\_\_\_

What is the length of each speaker's presentation (approx.) \_\_\_\_\_

How many people do you anticipate backstage \_\_\_\_\_

Will there be a musical performance component to your event? **YES** **NO**

If so please describe in detail:

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**ADDITIONAL ITEMS**

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6' Rectangular Tables (\$20 / each)	<b>YES</b>	<b>NO</b>	How many? _____
4' Round Tables (\$20 / each)	<b>YES</b>	<b>NO</b>	How many? _____
Cocktail / Cruisers Tables (\$20 / each)	<b>YES</b>	<b>NO</b>	How many? _____
Do any of the tables require linen? (\$5 per linen)	<b>YES</b>	<b>NO</b>	How many? _____
Folding Chairs (\$2 / each)	<b>YES</b>	<b>NO</b>	How many? _____
Easels (\$15 / each)	<b>YES</b>	<b>NO</b>	How many? _____
Coat racks (\$25 each) (Each rack holds approx 25 items)	<b>YES</b>	<b>NO</b>	How many? _____
Do you require a staffed coat check?	<b>YES</b>	<b>NO</b>	

**(\$25 per hour / per person)**

Will you have your own volunteers at your event? **YES** **NO**  
If **YES**, how many? \_\_\_\_\_

What are their responsibilities? Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for submitting your rental request form. We aim to respond to your booking request within 2 business days. During busy event times confirmation of your request may take more than 4 business days. We thank you in advance for your patience.

Please either fax, 780.428.2130 or email your completed Rental Request Form to your rental representative or to rentals@citadeltheatre.com.

Sincerely,

The Rentals Department

Disclaimer - No booking is finalized until receipt of signed contract and deposit is paid in full to the Citadel Theatre.

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