

**KIWANIS COMMUNITY THEATRE CENTRE
CONTRACTUAL USE**

_____ Community Group User (Categories - "D" & "E")

Organization _____

Production/Event _____

Production Date(s) Hours: From _____ to _____

Year Month Date Day Year Month Date Day

From _____ to _____

Please attach actual dates & times.

Requirements:	<input type="checkbox"/> Main Stage	<input type="checkbox"/> Stage Lighting
	<input type="checkbox"/> Production Assistant(s)	<input type="checkbox"/> Stage Rigging
	<input type="checkbox"/> Rehearsal Hall	<input type="checkbox"/> Sound System
	<input type="checkbox"/> Set Assembly Area	<input type="checkbox"/> Dressing Rooms

All technical requirements are to be arranged at least three weeks in advance of use through Greg Marshall, Auditoria Coordinator (705)-945-7309 greg.marshall1@sympatico.ca

Organization Contact: _____ **Alternate Contact:** _____

Address _____ Address _____

Postal Code _____ Postal Code _____

Telephone (H) _____ Telephone (H) _____

(W) _____ (W) _____

Organization's Insurance Coverage: Insurance Agent _____

Policy No. _____ Insurance Company _____

Type and Amount of Coverage _____

(Signature and authority - i.e.,
Director, Officer, Manager, Partner)

(Community use of Schools Administrator)

Submit along with administrative & rental fee. (See attached fee schedule.)

**Algoma District School Board, 190 Northern Avenue
Sault Ste. Marie, ON P6B 4H6 - Attention: Helen Lamon**

KIWANIS COMMUNITY THEATRE CENTRE

Upon the granting of permission to use the Kiwanis Community Theatre Centre, the undersigned, on behalf of the organization above named, agrees:

- A. to pay the rates and charges applicable within 30 days of completion of event, failing which interest will be charged at the rate of 2% per month (24% per annum);
- B. to pay such deposits as may be required in advance;
- C. that he/she/it has received a copy of the Operating Procedures of the Kiwanis Community Theatre Centre, understands those procedures and agrees to be bound by same;
- D. failure to comply with the Operating Procedures of the Kiwanis Community Theatre Centre may result in immediate termination of use by the organization and in the event of such termination of use the organization releases the Kiwanis Community Theatre Centre from all liability or claim for damages which may result;
- E. that during any use of the Kiwanis Community Theatre Centre, the organization will maintain comprehensive third party liability insurance coverage of at least \$2,000,000.00 and will furnish particulars of such insurance coverage as the Kiwanis Community Theatre Centre may from time to time require;
- F. to name the Kiwanis Community Theatre Centre and the Algoma District School Board as Additional Named Insureds on the requisite applicable certificate of insurance under the insurance coverages agreed to herein;
- G. to provide such further information as may be required to establish that the organization qualified for Community User rates and charges;
- H. releases the Kiwanis Community Theatre Centre and the Algoma District School Board of and from all claims, demands or causes of action arising from the organization's use of the Kiwanis Community Theatre Centre and will save the Kiwanis Community Theatre Centre and the Algoma District School Board harmless therefrom;
- I. that the individual signing this document has authority to bind the organization named.