



Technical Questionnaire:

Please complete and return with signed permit to:
(905) 815-5976 (fax), or email qepbookafacility@oakville.ca

RENTAL DETAILS:

Event title: _____
Group / Sponsor: _____
Rehearsal Date(s): _____
Show Date(s) _____
Contact _____
Phone _____

TYPE OF EVENT:

- Recital
- Dance Performance
- Live Band
- Variety Show – What types of performance _____
- Theatrical Play
- Musical
- Choir
- Meeting/Presentation
- Other _____

REHEARSAL INFORMATION:

Rehearsal Date(s): _____
Rehearsal Start time: _____
Rehearsal End time: _____

SHOW INFORMATION:

Show Date(s): _____
Show start time (setup): _____
Show Start time: _____
Show End time: _____
Show end time (teardown): _____
Number of shows per date: _____
Expected audience/show: _____

OTHER INFORMATION:

- If LIVE BAND – please email us your stage plot – Yes or No
- Catering: _____
- Dressing Rooms needed – Yes or No
- Back stage requirements – tables, chairs, coat racks _____
- Is show licensed – Yes or No
 - o NOTE:
 - o Alcohol is prohibited unless proof of a valid liquor license is provided by the Permit Holder, and posted during the function.
 - o Adherence to the Municipal Alcohol Policy 1980-234 is required.
 - o Proof of Smart Serve Certificate ([smartserve.org](http://www.smartserve.org) <<http://www.smartserve.org>>) for all bartenders at a ratio of 100:1 participants
 - o \$5 million liability insurance naming the Town of Oakville as additional insured is required.

DO REQUIRE A PRE MEETING WITH TECHNICIAN: YES NO

*If yes, please note that there is a fee for any pre meetings with technician at \$40.75 per hour (includes HST).

STAGE SETUP – Black Box (BB) / Rehearsal Hall (RH):

Options – check which setup you are requesting:

- | | | | | |
|-------------------------------------|---------|-----------------------------|------------------|----------------------|
| <input type="checkbox"/> Half Stage | 28 x 8 | <input type="checkbox"/> BB | Audience theatre | 180 chairs |
| | | <input type="checkbox"/> BB | Round tables | 14 tables/112 people |
| | | <input type="checkbox"/> RH | Audience theatre | 220 chairs |
| | | <input type="checkbox"/> RH | Round tables | 20 tables/160 chairs |
| <input type="checkbox"/> Full Stage | 28 x 16 | <input type="checkbox"/> BB | Audience theatre | 160 chairs |
| | | <input type="checkbox"/> BB | Round tables | 12 tables/96 people |
| | | <input type="checkbox"/> RH | Audience theatre | 200 chairs |
| | | <input type="checkbox"/> RH | Round tables | 15 tables/120 chairs |
| <input type="checkbox"/> No stage | | <input type="checkbox"/> BB | Audience theatre | 200 chairs |
| | | <input type="checkbox"/> BB | Round tables | 16 tables/128 people |
| | | <input type="checkbox"/> RH | Audience theatre | 260 chairs |
| | | <input type="checkbox"/> RH | Round tables | 25 tables/200 chairs |

**** Alternate stage and room setups are available.**

EQUIPMENT:

- Lectern/Podium
- Number of Corded Microphone needed _____
- Number of Wireless Microphone needed _____
- Number of Lapel (over ear) Microphone needed _____
 - o Note:
 - o * Black box – max combination to max 4 of lapel and wireless
 - o ** Rehearsal Hall – only 1 wireless and 1 lapel mic capability

- Projection screen
- Projector
- Laptop -- Customer to provide own laptop, placed on lectern
 - o Is there audio coming from laptop – yes or no
 - o Is it HDMI or VGA?
 - o Slide advancer must be provided by permit holder.

- Additional notes:
 - Tables chairs on stage
 - Tables at back of room
 - Music Stands _____
 - Music Stand Lights _____
 - Registration/ticket table
 - Other _____

- Piano:
 - Grand Piano (\$150.00)
 - Upright Piano (\$52.50)
 - Tuning (\$150.00)
 -

LIGHTING:

- Basic theatrical lighting is provided. (warm and cool wash)
- Specials are available in BB and RH and focused the day of your event.
- Follow spots no available.

If you require special lighting, more advanced lighting please detail your requirements below:

SOUND:

- Music to be provided on a USB stick in MP3 or WAV file type

Will you be bringing any equipment, instrument setup? _____

Video

Do you require a projector? _____

What type of source is the material on (DVD, computer, etc.)? _____

Do you need a live audio for a recording you are doing of performance: _____

SPECIAL ITEMS/DELIVERY:

Please detail below:

OTHER COMMENTS OR QUESTIONS:

Please detail below:

Technical Information

1. POLICIES AND PROCEDURES

- a) **Smoking is not permitted anywhere on the premises.**
- b) **Alcoholic beverages** are permitted only in licensed areas of the building. Not in the dressing rooms or on stage. Municipal Alcohol policy in effect. Contact the special events coordinator for information.
- c) Food and beverages are not permitted on stage. Water in is permitted.
- d) Outside Caterers must arrange to setup and clear items within the booking time.
- e) Additional technical staff maybe arranged through the special events/scheduling coordinator.
- f) Additional equipment and gobos can be provided with 2 weeks notice at an additional charge.
- g) The use of flammable solvents, open flame, or fire is not allowed on the premises without written permission from the Oakville Fire department.
- h) Only personnel authorized by the Technician are permitted to operate control board.
- i) The scissor lift can only be operated by QEPCCC authorized staff request 2 weeks' notice.
- j) Nailing, screwing or stapling to the stage floor is prohibited.
- k) The studio must be completely cleared of all personnel 30 minutes prior to the performance. The Technician will act as liaison with the House Manager to open the house and will be notified by the House Manager when the house is in. Takedown time must be part of the booking time.
- l) In order to arrange tuning we require two weeks notice if you intend to use one of our pianos.
- m) Any production planning on using auxiliary power must contact the technical department at least 2 weeks prior to the load in so that an electrician can be scheduled if required.
- n) All belongings, set pieces and equipment must be removed at the end of the booking unless cleared with the technical department 1 week in advance. Additional cost may be incurred.
- o) Productions intending to use live animals in a performance must obtain a permit from the Town of Oakville. See bylaw number 2003-116.
- p) Wireless internet access is available in the building at no charge – Public Wireless.
 - a. It is subject to the internet access policy of the Town of Oakville and can be restrictive.
 - b. Note that the Town of Oakville only supports PC based systems.
 - c. Mac based systems may or may not function properly.
 - d. Cannot guarantee WiFi strength and connectivity.
- q) Signage must be approved by the Special Events/Scheduling Coordinator