

# **A-SPIRE PLAYERS INC**

## **MEMBER PRODUCTION AGREEMENT**

### INTRODUCTION

1. If you are reading this because you have idea and plan for a play, presentation or group, that you would like put on and would like to know how to go about it. This is the document for you.

### BACKGROUND

2. In most amateur theatre groups, it is common place to have a single member of the group's management, an Artistic Director, select and plan which plays, presentations and/or productions the entire group will present in a given year. Then, usually once a year at the group's Annual General Meeting of all it's members, the Artistic Director presents their plan for approval. As long as a simple majority of the members agree, the Artistic Director's selection becomes the production schedule for the entire group and all of the group's members work on each production together.

3. Unfortunately, at A-Spire Players', due to our small stage and venue we've found that we can't support the large productions necessary to employ all of our willing members at the same time; so consequently, we've taken an alternate route. Instead of having one large, centralized production, we've found that by having a number of smaller concurrent productions enables us to ensure the maximum number of our members can be involved at the same time.

4. It turns out that this method has other benefits. We found that having a number of smaller productions also allows us to have a wide variety of productions from drama to comedy, and plays to improvisation all going on at the same time. Moreover, by having a number of smaller productions running concurrently, also opens up opportunities for our members, that are just not available in a single, large centralized group. For example, we don't just have one director, we have multiple directors; and the same can be said for every other position. Talk about opportunity!

5. So, how then do we decide which production to put on in a year? Generally, we don't! We let our members decide. Literally! Any member or group of members with an idea and plan can start a group and start working on their own production.

6. The hard part comes in when deciding which group gets what resources and when; that's where our Board of Directors comes in. As well as completing the business activities of the association, their job is to review each of the member ideas and then coordinate the association's resource and between the groups. This includes everything from arbitrating scheduling conflicts, coordinating multiple-group performances and taking care of common tasks of putting on performances.

## THE APPLICATION AND APPROVAL PROCESS

7. The application process is not complicated and the approval process is not intended to dismiss requests but to identify how and if requests can be accommodated with the current resources.

### Applying

8. A Request Form is attached as the last page of this document. Simply fill out the form in pen or online and submit it or provide the same information to any member of the A-Spire Players' Board of Directors (the Board).

9. Primary Contact. One person must be identified as the Primary Contact for the group or production. If for some reason, the individual identified can not continue in this role, one other individual may be selected. No other than the one substitution may be permitted.

10. Time Limitations. The total length of time of your request, is not to exceed 12 months and may not extend past September 30th of any year. These restrictions are designed to permit changes the Board at the association's Annual General Meeting (AGM) held each September.

11. Content. The content of the productions is only limited in that:

- a. At the request of the Gimli Unitarian Church, the owner of A-Spire Theatre, presentations conducted in the theatre should not affront the character of the church as a religious institution; and
- b. The presentation should not legally require the audience to be limited or restricted such as "Adults Only".

### Approval Process

12. Once your Request Form is submitted, you should have a response within seven (7) days. If you have not heard anything within seven (7) days, contact the Board's member you submitted the form to.

13. Your request will be scheduled to be reviewed at the next Board meeting, normally held monthly. You will be invited to attend the meeting to be able to: to provide additional explanation of your production and support requirements; and receive direct feedback on your request.

14. Your request will be discussed and decided on by the Board. If your request is acceptable and can be accommodated within the current resources, your request will be approved. If your request cannot be accommodated at the current date, it will be not be approved but will be retained and re-evaluated at each subsequent meeting until the following September AGM.

15. The Board may add conditions for approval of a request as they see fit. If these conditions are not satisfactory, your request will be returned unapproved.

16. Once your request is approved, a Board representative will be specifically tasked to liaise with you and your group. All further items or concerns should then be addressed through that representative.

17. Any desired changes from the conditions, stipulations and/or limitations as listed in this document must be approved by the board in advance.

## SUPPORTS AVAILABLE

### Insurance Coverage

18. One of the main reasons for the review process is to ensure that your group's activities are eligible for coverage by the A-Spire Players' Insurance Coverage and to register your activities for that coverage. Once approved, your group's activities will be covered for damages and injuries caused due to negligence during rehearsals and performances.

### Use of Facilities

19. Rehearsals. The most requested support is naturally to use the theatre for rehearsals. Requested weekly rehearsal times may be listed on the Request Form but there are no guarantees that the dates and times you request will be available.

20. Due to the nature of the organization as an association, the facilities are a shared resource. While putting on your rehearsals and preparing for your performance, other groups will be holding their rehearsals and preparing for their performances. As such, all of your production's props and furniture must be removed from the stage at the conclusion of all rehearsals unless otherwise approved by the Board.

21. Performances. A standard set of performances consists of three (3) performances, Friday and Saturday nights starting at 8:00pm and a Sunday Matinee starting at 2:30pm. The house normally opens 30 minutes before the performance time and intermissions (if any) are normally 15 minutes in length.

22. Performance Dates must specifically be coordinated with the Board, well in advance. A standard rule of thumb is that the number of days notice that must be given should be equal to the number of minutes in your performance to the next multiple of thirty (30) days. ie less than 30 minutes long = 30 days notice, 30-60 minutes long = 60 days notice and 60+ minutes long = 90 days notice

23. The length of your performance will also impact on the format of your performance.

- a. Under 90 minutes - your performance will be scheduled in concert with one or more other group performances in order to provide audience with a full program. A-Spire Players also reserves a number of events during the year, where smaller, single performances may be combined; and
- b. Over 90 minutes - your performance will be scheduled for it's own performance date(s). Normally, based on the amount of effort that is usually required to put together a performance of this length, it is expected that your group will perform at least twice on two separate dates and will be considered for inclusion in our Summer Theatre Schedule.

24. Once a performance date or dates have been set and the minimum number of days notice has elapsed, it is expected that the show will go on as scheduled and only under extreme circumstances will the performance be cancelled.

25. Other Member Functions. The Board commonly entertains requests to use the facilities for member functions such as birthdays and other celebrations. These events must be open to all A-Spire Players' members and are reviewed on a case-by-case basis.

### Funding

26. Once performance dates have been set, each approved groups is provided a budget to which they may be reimbursed. Additional funding may be requested on a case-by-case basis.

27. No expenditure(s) shall be made prior to the approval of a budget or expenditure(s) by the Board.

28. The general formula for calculating the budget value per performance is:

The Number of members (both on and off stage) X  
The Length of the performance in hours (to the nearest quarter) X  
\$15.00 For Adult Members or \$3.00 for Youth Members (As of Oct 2016)

However, as a minimum, the budget will ensure that all legal requirements may be met including paying for performance fees and the purchase of scripts.

### Props & Costumes

29. A-Spire Players' maintain a limited stock of previously used props and costumes in the shed behind the theatre. All approved groups are welcome to request to view and utilized these items. Consequently, all groups are welcome to add to our stock, any props or costumes they are finished with and no longer want.

### Sound & Lighting Equipment

30. As with many theatre groups, A-Spire Players' maintains its own sound & lighting equipment. Approved groups may request usage of the equipment. However, due to the expense of the equipment, any usage must either be performed by a member who has previously been qualified by the Board to use the equipment or under the supervision of a member who has previously been qualified by the Board to use the equipment.

31. It is the group's responsibility to find and select a qualified individual to operate the sound and lights for your production. Your liaison Board member can suggest qualified members to work with your group or coordinate the training and/or assessment of your selected individual if they are not qualified.

## Advertising

32. Once a performance date or dates have been established, the Board will coordinate the advertising for the performances and pay for those subsequent expenses for the advertising including:
- a. Designing, copying and distributing of up to fifty (50) performance posters;
  - b. Releasing a press release;
  - c. Coordinating media interviews; and/or
  - d. Arranging local radio spots.

## Tickets and Ticket Sales

33. The Board shall be solely responsible for the creation and coordinating sales of tickets. Tickets for all of our performances are \$15.00 and will be available:
- a. At Tergesen H P & Sons, 82 1st Avenue, Downtown Gimli - between 10 am to 6 pm Saturday to Friday - from one week before and until the last weekday before the performance;
  - b. By calling (204) 642-8079 to reserve tickets, to be held at the door prior to the performance; while
  - c. All remaining tickets will be sold at the door, starting 30 minutes before the performance.

34. Only members of the cast, crew, front of house staff and those individuals required under contractual law will be permitted free access to the performance. Family members and friends will be expected to purchase tickets.

## EXPECTATIONS

### General

35. Once your group's request has been approved there are a number of expectations that your group will be expected to follow. Failure to follow these expectations may result in:
- a. Withdrawal of Board approval for your group/production;
  - b. Withdrawal of all or specific supports previously authorized;
  - c. Revocation of membership; and/or
  - d. Addition of further conditions on requests supports.

### Membership

36. All members of your production's cast and crew shall be members of A-Spire Players' with all membership fee's paid in full for the current fiscal year.

### Primary Contact

37. The Primary Contact is responsible to the Board for their group's behaviour and activities.

38. It is expected that the Primary Contact will be a member of A-Spire Players with experience in directing and/or backstage operations within A-Spire Players. Additional training may be requirement and provided as a condition to the Board's approval of the group or it's activities.

#### Performance Rights & Fees

39. The Primary Contact is responsible to ensure that all Performance Rights and conditions are met and all related fees are paid prior the performance(s) and any advertising of the production as directed by the author/playwright or their agent(s).

40. Performance Rights must be purchased with "A-Spire Players" or "A-Spire Players Inc." as the organization and the Primary Contact as the Named Representative.

#### Copyright Laws

41. All Canadian copyright laws are to be strictly adhered to and photocopying of scripts and productions notes without proper permission will not be tolerated.

#### Financial Conditions

42. Members may not receive remuneration for their performances. Where a group performs for another group or organization, donations or payments may be made to A-Spire Players.

43. The Primary Contact will be responsible for coordinating all expenses against the group's budget and shall ensure that all expenses stay within the total amount budgeted to them.

44. Expenses against the budget will generally be reimbursement basis only; however funds may be provided to the group in advance. Funds provided to group will be issued to the Primary Contact only and the Primary Contact will be personally responsible for the security, accounting and disbursements of the issued funds.

45. Budgeted and Issued Funds may only be spent on:

- a. Payment of Performance Fees;
- b. Purchase of Scripts;
- c. Construction of sets;
- d. Purchase of costumes and props; and
- e. Food and non-alcoholic beverages for cast and crew during performances or travelling to/from performances on the road.

46. Additional funds, which have previously authorized, may only spent for the items authorized including:

- a. payment of expenses related to attending ACT Festival;
- b. reimbursement for performances taken on the road;
- c. payment of expenses to create new, major and permanent sets; or
- d. payment other expenses not otherwise identified.

47. No funds may be expended without a receipt.
48. Within thirty (30) days of the final performance or last performance of the year, the Primary Contact shall submit to the A-Spire Players' Treasurer:
  - a. an accounting of all expended funds;
  - b. receipts for all expended funds; and
  - c. all remaining issued funds

#### Programs, Handbills & Posters

49. With respect to programs for performances, Primary Contacts are responsible for:
  - a. coordinating the creation of any programs and handbills for their performance(s);
  - b. ensuring programs and handbills comply with all performance rights; and
  - c. ensuring programs and handbills comply with the items listed below.
50. The Board of Directors of A-Spire Players shall have final approval on all programs, handbills & posters.
51. All printed material, in a font size not less than half that used for the name of the play, the group's name or the production's title, shall include either:
  - a. "A-Spire Players' Presents" centered on a separate line prefixing the name of the play, the group's name or the production's title; or
  - b. "An A-Spire Player's Production" centered on a separate line suffixing the page.
52. All printed material must include a warning should the performance include any of the following:
  - a. Adult Content;
  - b. Coarse Language;
  - c. Depictions of Sexual Content; and/or
  - d. Depictions of Violence.

Example: "Warning: This performance contains some adult content and coarse language."

#### Theatre Bookings

53. Once approved, each group is permitted to book the theatre by completing entries on the calendar located downstairs between the washrooms in the theatre. No group shall monopolize the theatre booking.
54. Entries made by other groups shall not be removed unless under the specific direction of the Board of Directors.

### Theatre Keys

55. Door Keys. Each authorized group will be entitled to one door key.
56. Balcony Keys. Balcony keys will only be issued to members who have previously been qualified by the Board to use the light and sound equipment. Only one balcony key will be issued per group.
57. Returns. All issued keys shall be returned to a Board member no later than thirty (30) day following the final performance.

### Snow Removal

58. Should it snow prior to, or during a group's usage of theatre, the group is responsible to remove the snow from the theatre steps between the doorway to the sidewalk.

### Stage & Sets

59. The stage at the A-Spire Theatre is fairly static. Any structural changes and the timings for structural changes must be approved by the Board of Directors well in advance, including:
- a. removal, addition or painting of fixed walls;
  - b. addition, removal or painting of fixtures including doors, windows or other portals;
  - c. addition or removal of curtains;
  - d. painting of floors; and
  - e. extensions of the stage area.

60. All structural changes to the stage shall be reversed within 4 days of your groups final performance or rehearsal.

### Damages & Injuries

61. All damages and injuries occurring in the theatre or during a rehearsal or performance are to be reported to the Board of Directors as soon as possible.

### Church Property

62. The electric piano and various labeled items in the theatre are the property of the Unitarian Church and are not be used unless special arrangement has been made through the association's Board of Directors.

### Building Security

63. At the conclusion of each time a group uses the theatre, the group shall ensure the following:
- a. Doors - All outdoors are locked;
  - b. Light & Sound Equipment - Turned off;
  - c. Balcony Door - Locked;
  - d. Heat - Turned on and set to 15C;
  - e. Air Conditioning - Turned off;
  - f. Ceiling Fans - Turned off;
  - g. Lights - Turned off;
  - h. Washroom Doors - Left open; and
  - i. Theatre Chairs - Returned to theatre style (6 across on either side of the centre aisle).

### Pre-Performance Announcements

64. The Primary Contact shall ensure pre-performance announcements are made to the audience concerning:
- a. Smoking is not permitted inside of the building or on the church grounds;
  - b. Cell phones are to be turned off during the performance;
  - c. Emergency exits are highlighted at the front and rear of the hall;
  - d. Washrooms are available downstairs through the front exit; and
  - e. The timing and durations of breaks and/or intermissions.

# A-SPIRE PLAYERS' PRODUCTION INFORMATION AND REQUEST FORM

Primary Contact: (First and Last Name)	Phone Number	Alternate Phone Number
Name of Production (eg title of the play, the group's name or name of the event)		
Description of Production (eg a comedy play by ..., improv troop, a series of skits about ...)		
Expected Start Date Of Rehearsals	Total # of Cast Expected	Total # of Crew Expected
Expected Performance Date(s)		Length of Performance including Intermissions

**Use of Facilities**

Times & days of the week or specific dates and times requesting

**Other Supports Requested**

**List of Cast & Crew (as current as possible) (continue on back as required)**

First Name	Last Name	Cast or Crew	Position/Character Name	Has Key? Y/N

I will comply with the conditions and expectations as listed in the A-Spire Players' - Member Production Agreement.

Signature of Primary Contact