

# A-Spire Players Inc

## Visiting Production Agreement

### Contacts

1. Program Coordinator. The A-Spire Players' Program Coordinator, responsible for setting up the performance schedule and being the primary point of contact for visiting groups, is:

Ashley Tupper                      (204)642-8079                      [info@aspireplayers.ca](mailto:info@aspireplayers.ca)

2. Visiting Group. Each visiting group is to identify one member as their primary point of contact and provide to the Program Coordinator:

- a. Their name;
- b. Their contact information;
- c. The name of their organization;
- d. The name of the group (if different from the organization name);
- e. The name of the play or production;
- f. The author of the play or production;
- g. A brief synopsis of the play or production;
- h. Performance length in time; and
- i. Preferred performance dates.

3. Summer Schedule. Our Summer Theatre Season normally extends from the May Long Weekend to the September Long Weekend inclusive. Generally, in order to present during this period, the visiting group must provide the above information by 15 March prior to the applicable summer.

4. Performance Schedule. Once approved, performing groups will be notified.

5. Liaison Person. The week of the performance(s), a liaison person from A-Spire Players will be assigned to welcome and assist the visiting group.

6. Arrival Times. **At least seven (7) days in advance**, each visiting group is to advise the Program Coordinator of their initial expected arrival time.

7. Technical/Dress Rehearsal. Unless otherwise specified by the visiting group, it is anticipated that the visiting group will schedule a Technical\Dress Rehearsal within one to two hours of their arrival.

### Facilities & Sets

8. The A-Spire Theatre is a smaller venue with only eighty (80) seats sold per performance. Details of the facility including stage dimensions etc are available through the Program Coordinator.

9. A-Spire Theatre is located in the Gimli Unitarian Church at 76 2<sup>nd</sup> Avenue in Gimli. A-Spire Players is the primary tenant of the A-Spire Theatre with the owner being the Gimli Unitarian Church.

10. The set at A-Spire Theatre is fairly fixed. Any structural changes required must be brought to the attention of the Program Coordinator, **at least six (6) weeks in advance of any performances.**

### Performances

11. Standard performances on weekday nights start 8:00pm with Sunday Matinees starting at 2:30pm. A standard set of performances during our summer program consists of three (3) performances, Friday and Saturday nights and a Sunday Matinee. The house normally opens 30 minutes before the performance time and intermissions (if any) are normally 15 minutes in length.

12. Each performance is typically expected to be a minimum of approximately 75 minutes in length including any breaks for scene changes and intermission. Where a group's performance is less the 60 minutes in length not including an intermission, they may coordinate with or be assigned to share the performance(s) with another group.

### Content

13. Presentations should not contain any content that would legally require the audience to be limited or restricted such as "Adults Only".

14. 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.

### Financial

15. All tickets for each performance are fixed at \$15.00 per person.

16. Visiting group(s) will receive seventy-five percent (75%) of ticket sales less any cost of damages due to negligence or misuse on the part of the visiting group. Where there is more than one group per performance, seventy-five percent (75%) of ticket sales will be divided equally between the groups or as otherwise agreed between the groups in advance.

17. Visiting groups will be paid out by cheque written to the primary contact and/or company name indicated above on the final day of performances.

### Props & Costumes

18. The visiting group shall be responsible for supplying their own props and costumes.

### Sound & Lighting Equipment

19. Unlike many groups, A-Spire Players' maintains its own specific theatre sound & lighting equipment. However, due to the expense of the equipment, any usage of A-Spire Players' equipment must be done either under the supervision of an A-Spire Players' member or by someone has been deemed qualified by A-Spire Players to use the equipment.

20. Visiting groups are to notify the Program Coordinator of sound and lighting requirements at least **six (6) weeks in advance**.

#### Advertising

21. Aspire Players' will be responsible for coordinating the advertising for the performances and shall pay for those subsequent expenses for the advertising including:

- a. Designing, copying and distributing summer season posters;
- b. Releasing a press release; and
- c. Coordinating local media interviews.

#### Tickets and Ticket Sales

22. A-Spire Players' will be responsible for the creation and coordinating sales of tickets.

23. Visiting groups are to advise the Program Coordinator of any ticket reservations requirements **at least one (1) week in advance**.

24. 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.

24. Tickets for all performances will be sold:

- 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.

#### Performance Rights & Fees

25. The visiting group is responsible to ensure all Performance Rights and conditions are met and all related fees are paid prior the performance(s) as directed by the author/playwright or their agent(s).

#### Programs & Handbills

26. The visiting group is responsible for:

- a. coordinating the creation of programs and handbills for their performance(s); and
- b. ensuring programs and handbills comply with all performance rights; and
- c. ensuring programs and handbills comply with the items below.

27. All printed material, in a font size not less than half that used for the name of the play or the production's title, shall include either:

- a. "A-Spire Players" included on a centred separate line prefixing the leading page

Examples: " ... welcomes", " ... introduces"

- b. "A-Spire Players' Summer Theatre Season" included on a centred separate line suffixing the leading page.

Example: "Presented as part of the...",

28. 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 Access

29. Door Keys. Each visiting group will be issued one door key by the Liaison Person.

30. Balcony Keys. Balcony keys will only be issued to individuals who have been deemed qualified to use the light and sound equipment by our technical personnel.

31. Returns. All issued keys shall be returned to the Liaison Person prior to any payments being paid.

#### Damages & Injuries

32. The visiting group shall be responsible for all damage to A-Spire Players' or A-Spire Theatre property due to negligence or misuse on their part.

33. The visiting group is responsible for damages to their own property and injuries to their group members due to negligence on their part.

### Building Security

34. At the conclusion of each time a visiting group departs 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/Air Conditioning - Turned off;
- e. Ceiling Fans - Turned off;
- f. Lights - Turned off;
- g. Washroom Doors - Left open; and
- h. Theatre Chairs - Returned to theatre style (6 across on either side of the centre aisle).

### Church Property

35. The electric piano in the theatre is the property of the Unitarian Church and is not be used unless special arrangement has been made through the Program Coordinator in advance.

### Pre-Performance Announcements

36. A-Spire Players shall ensure pre-performance announcements are made to the audience concerning:

- a. Smoking is only permitted outside of the building on the sidewalk;
- 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. No photography or recordings are permitted during the performance; and
- e. Washrooms are available downstairs through the front exit.