

NewRoads Performing Arts Centre

Operating and Procedures Manual

2025



NewRoads
Performing Arts Centre



Newmarket



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The NewRoads Performing Arts Centre is operated by The Corporation of the Town of Newmarket, under a joint shared use agreement with the York Region District School Board. The material contained in this Operating Procedures Manual is intended to serve as an adjunct and integral part of all licenses for the use of the Venue and as a guide for potential Licensees.

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NewRoads Performing Arts Centre

OPERATING AND PROCEDURES MANUAL

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NewRoads Performing Arts Centre

OPERATING PROCEDURES MANUAL

INTRODUCTION

The **NewRoads Performing Arts Centre** is operated by The Corporation of the Town of Newmarket under a joint shared-use agreement with the York Region District School Board.

The VENUE is available to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions in the Operating Procedures Manual and RENTAL AGREEMENT and appendices. All LICENSEES and patrons will be responsible for compliance with all local, provincial and federal laws and policies, by-laws and regulations of the Town of Newmarket.

The material in this Operating Procedures Manual is intended to serve as an adjunct and integral part of all licenses for using the VENUE and as a guide for potential LICENSEES.

MANAGEMENT of the VENUE may alter sections of the Operating Procedures Manual to suit specific events' needs better by specific exceptions or amendments to the main body of the license. However, all policies enumerated in the manual will be in full force without changes.

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In this manual:

The VENUE is the **NewRoads Performing Arts Centre**

The LICENSEE is the client or user group

The CULTURAL PROGRAMMER – PERFORMING ARTS is the Town's VENUE rental representative (Janet Raponi – jraconi@newmarket.ca)

The TECHNICAL COORDINATOR is the Town's representative in all matters having to do with the technical operation (e.g. Lighting, Audio, Video, and Rigging) of the VENUE (Zoe Lourenco – zlourenco@newmarket.ca)

The BOX OFFICE MANAGER is the Town's representative in all matters having to do with the sale of tickets for events at the Town's Performing Arts Facilities (Allison Flatt – aflatt@newmarket.ca)

The MANAGEMENT is the Town of Newmarket

The BOARD is the York District School Board

This file was last updated on 01/03/2025 (ZL) – This document supersedes and makes obsolete all previous versions.

1. BUILDING HOURS AND SCHEDULING

1.1 NORMAL VENUE HOURS AND SCHEDULES

- 1.1.1 The regular hours of operation of the VENUE are from 8:00 am to 11:00 pm (0800 to 2300).
- 1.1.2 Any rentals outside these hours must be approved in advance by the CULTURAL PROGRAMMER – PERFORMING ARTS and the TECHNICAL COORDINATOR or their designates. Overtime charges may apply.
- 1.1.3 The minimum contracted time for any rental is four (4) consecutive hours. The maximum contracted time for any rental is twelve (12) consecutive hours. This time includes all required meal breaks (Please see 2.6 VENUE STAFF REQUIRED MEAL BREAKS).
- 1.1.4 If required, final dress Rehearsals and Performances may extend past 11:00 pm (2300) at no additional charge. The CULTURAL PROGRAMMER–PERFORMING ARTS or their designate must approve these bookings in advance. In no case will a Rehearsal or Performance extend past Midnight (2400). In no case will contracted time be extended past twelve (12) consecutive hours on any given day.
- 1.1.5 No Tech Day or Technical Rehearsal shall end later than 11:00 (2300).
- 1.1.6 A minimum twelve (12) hour turnaround period is required for any VENUE staff (e.g. if a call ends at 11:00 pm [2300], the call on the following day may not start before 11:00 am [1100]).
- 1.1.7 The standard daily rental periods are four (4), eight (8), or twelve (12) consecutive hours. As stated in section 1.1.3, meal breaks are included in the contracted time, and rental rates are calculated accordingly (See section 2.6 VENUE STAFF REQUIRED MEAL BREAKS). The rental period starts at the contracted time or when set up is begun on the LICENSEE'S behalf (i.e. VENUE staff begins at the contracted start time.)

The following must be completed before the end of the rental period:

- All stage equipment has been put away
- Any lighting equipment that has been relocated for the LICENSEE'S specific requirements has been returned to the standard
- The stage floor has been swept and mopped
- The LICENSEE'S group has vacated the building
- The VENUE BUILDING is locked, and a building security check is completed

Please note that the LICENSEE'S contracted end time is when the VENUE should be vacated, not when work should stop. If the above-noted tasks are not completed before the contracted rental period ends, additional charges will apply to the LICENSEE. The LICENSEE should assist with the show's strike to keep crew and building overtime charges (if any) to a minimum.

1.2 MASTER CALENDAR AND VENUE BOOKINGS

- 1.2.1 The VENUE will maintain a one-year running calendar of activities and accept tentative event dates for potential LICENSEES for available dates within that one year. User groups may submit date requests for the following season as of September 1st of the previous season.
- 1.2.2 Events will be scheduled and held tentatively until there is a second request to use the same time. The first individual or organization requesting the date will be asked to place a deposit for the designated use time. If the first requesting party chooses not to make that

deposit, the date will be released upon payment of a similar deposit to the second requesting party. A license will be issued at that point to whichever party has made such a deposit. The VENUE may request additional payments to cover the cost of expenses incurred on the LICENSEE'S behalf. If the LICENSEE cancels an event, deposits will be forfeited as liquidation damages.

- 1.2.3 "The Town" (including the Recreation and Culture Department and community user groups) shall be entitled to the use of the VENUE in priority to the BOARD.
- 1.2.4 All requests to use the VENUE will be considered based on the time and date that the request was received and the availability of the requested date. Where conflicts occur between Newmarket-based user groups and those from out of town, Newmarket-based groups and long-term user groups will be given priority.
- 1.2.5 LICENSEES must submit a proposed list of productions for their event or season with their date request. If another group offers a similar production or event, the first group submitting the event will be allowed to proceed. Should a LICENSEE not secure royalties for a production, they will not be allowed to submit a request for a production already booked by another group during the same time interval. To protect both LICENSEES, the same or similar productions will not be allowed to run within five (5) months of each other.

1.3 LICENCE AGREEMENT

When a potential LICENSEE advises the VENUE in writing that a date is firm, a Licence Agreement will be sent to the LICENSEE for execution. This Licence Agreement must be returned with a non-refundable deposit as indicated to the VENUE within the period specified in the Licence Agreement. The VENUE will then sign and return one copy to the LICENSEE. The VENUE reserves the right to request a non-refundable deposit before issuing the completed License Agreement.

1.4 SIGNED CONTRACT WITH AN ACT

- 1.4.1 Licence Agreement – The LICENSEE agrees to furnish the VENUE a copy of the contract rider between the LICENSEE and the Act to be presented when executing the License Agreement. This rider will ensure that the performance requirements will be fulfilled and that the VENUE can provide the best service possible to the performers.
- 1.4.2 Performance Contract – At the request of the CULTURAL PROGRAMMER – PERFORMING ARTS, the LICENSEE shall produce any contract with an artist, playwright, or royalties-granting organization. This contract will help clarify any copyright questions or other matters that the CULTURAL PROGRAMMER – PERFORMING ARTS may deem necessary to determine that the LICENSEE has completed arrangements for the engagement.

1.5 OPENING HOURS FOR THE LOBBY

The LICENSEE agrees that the VENUE will have the right to open the main lobby of the VENUE at least sixty (60) minutes before the advertised commencement of the event and to permit patrons to be seated at least thirty (30) minutes in advance of the advertised start of the event. Before the auditorium doors are opened, all technical preparations, lighting and sound checks, rehearsals and other activities must be completed on the stage and in the auditorium.

1.6 CURTAIN TIME

The LICENSEE agrees to make every effort to begin the event within five minutes after the announced commencement time. However, the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, at their discretion or when unforeseen circumstances dictate, will delay the start of the performance for a reasonable period to allow the majority of patrons to be seated. The VENUE reserves the right to delay the seating of latecomers until the first suitable break in the performance.

1.7 LICENSEE REPRESENTATIVE

The LICENSEE will furnish the VENUE the LICENSEE's representative's name, address and phone number. This representative will be authorized to make decisions or negotiate with the VENUE. This representative, who must be present at each performance, will then be the only person authorized to resolve problems and conflicts or negotiate any alterations in the performance procedure with the VENUE staff.

1.8 INTERMISSION

For all programs lasting one hour or more, the LICENSEE will schedule and allow an intermission of not less than fifteen (15) minutes, subject to modification by the VENUE. When necessary, due to unusual conditions, any show that is more than seventy-five minutes (75) long and does not have an intermission may be charged an additional Front-of-House fee.

1.9 OPEN REHEARSALS

Any rehearsal attended by more than twenty (20) non-essential personnel will be considered a performance. Unless approved in writing by the CULTURAL PROGRAMMER – PERFORMING ARTS, the VENUE must be advised thirty (30) days before such a performance to provide adequate staffing. The LICENSEE will bear the cost of these services.

1.10 VENUE AS SUPPLIED

- 1.10.1 The VENUE will be made available to the LICENSEE with ordinary auditorium lighting, heating and air conditioning, subject to equipment breakdown (i.e. equipment needing maintenance/out for repairs.). The basic theatrical stage lighting system and auditorium's sound system will also be available subject to equipment breakdown or repair for the LICENSEE to use during their VENUE rental at no additional charge.
- 1.10.2 Additional Equipment – Any additional equipment required by the LICENSEE for the engagement is strictly the LICENSEE's responsibility and must be approved by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.
- 1.10.3 Building Cleanliness – The VENUE will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the VENUE'S dressing rooms or other rooms used by the LICENSEE or the LICENSEE'S performers, cast or crew are left in an unsatisfactory condition, in the sole opinion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, the LICENSEE shall be responsible for cleaning costs incurred.
- 1.10.4 Building Alterations – There will be no VENUE alterations without the CULTURAL PROGRAMMER's written approval – PERFORMING ARTS or their designate.
- 1.10.5 Building Damage – Any damage to the VENUE building or its equipment, however caused, will be paid for by the LICENSEE. All equipment brought into the VENUE, including stage sets, decorations, and attachments, in the premises and surrounding areas shall be subject to the approval of the CULTURAL PROGRAMMER – PERFORMING

ARTS or their designate. All sets must be treated with a fire retardant (see Section 7.3). All electrical equipment must be approved (see Section 2.9).

- 1.10.7 Any extensions to the contracted rental times must be approved by the VENUE at least 24 hours before the change.

1.11 FINANCIAL SETTLEMENT

- 1.11.1 Any money owed to the LICENSEE after the event will be calculated within five working days. This money will be returned to the LICENSEE by the VENUE with a full accounting of charges made by the VENUE. The VENUE will endeavour to process accounts as quickly as possible. The final settlement will usually be available 20 working days after the event.
- 1.11.2 When money is owed to the VENUE after an event, an invoice for the balance owed will be issued to the LICENSEE. Any money owing to the VENUE will be due NET 30 DAYS from the invoice's date. A full accounting of charges made by the VENUE will accompany the invoice.
- 1.11.3 The VENUE does not remit HST on behalf of the LICENSEE. Post-production accounting will provide the net of ticket sales (after VENUE expenses), including HST. Each LICENSEE will be responsible for remitting its HST.

1.12 DEPOSITS FOR THE USE OF THE VENUE

The VENUE will secure a deposit amount from the LICENSEE when contracting the LICENSEE'S use of the VENUE. This deposit will be credited toward the final invoice issued by the VENUE to the LICENSEE. The VENUE may require an additional deposit from the LICENSEE if the anticipated costs of the VENUE rental are higher than the anticipated revenue from ticket sales at the VENUE box office. Failure by the LICENSEE to pay the additional deposit may result in the cancellation of the LICENSE and the forfeiting of the initial deposit as liquidated damages.

Where the LICENSEE is selling the tickets (prepared by the VENUE) for an event, the VENUE may require the entire anticipated cost of the production paid in advance.

2. TECHNICAL FACILITIES AND EQUIPMENT

2.1 TECHNICAL INFORMATION

The VENUE'S technical information will be sent to LICENSEES if requested. This information includes lighting, audio, stage equipment lists, stage drawings, and other information. All of this information is available online at the VENUE website at <https://www.newmarket.ca/newroadscentre>.

2.2 SITE VISITS

A site visit to view the VENUE and the technical equipment is encouraged. It may be arranged in advance during regular business hours, Monday to Friday, with the CULTURAL PROGRAMMER – PERFORMING ARTS or the TECHNICAL COORDINATOR or their designates. Additional site visits, if required, may incur extra charges to the LICENSEE to be determined by the VENUE.

2.3 FRONT OF HOUSE AND TECHNICAL INFORMATION QUESTIONNAIRE

A FRONT OF HOUSE AND TECHNICAL INFORMATION questionnaire will be sent to the LICENSEE with the license to use the VENUE. This questionnaire will detail ticket information such as day(s), date(s), performance time(s) and set ticket prices. In addition, this questionnaire

also details information about the technical aspects of your event. This questionnaire must be returned to the VENUE, fully completed, no later than thirty (30) days before the event.

If the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate has questions regarding the questionnaire, the LICENSEE or their designate will be contacted. If applicable, the LICENSEE will be contacted before the event with an estimate of the production costs. Please also see section 5.4, BOX OFFICE.

The technical questionnaire includes a schedule. This schedule is required to ensure proper staffing for the contracted rental period. Once this schedule has been submitted, the VENUE must approve any extensions, additions, or deletions at least twenty-four (24) hours in advance.

2.4 ADDITIONAL CHARGES FOR SPECIAL EQUIPMENT

Some technical equipment may have additional charges associated with its use. For example, additional charges may be levied because these items have a short life span and must be replaced frequently. As a result, they have high maintenance costs associated with them, or they consume products (batteries, fog liquid) in their use. These items include but are not restricted to gobos/patterns for lights, wireless microphones, fog machines, haze machines, snow machines, intelligent lighting equipment, and piano tuning.

2.5 BACKSTAGE SUPERVISION

- 2.5.1 The LICENSEE will provide adequate people to run and supervise their rehearsal, performance, set up, or strike safely and efficiently. If, in the opinion of the TECHNICAL COORDINATOR or their designate, the LICENSEE has failed to supply adequate supervision backstage or in the classrooms if used, the LICENSEE will be responsible for all costs associated with the VENUE supplying supervision.
- 2.5.2 The LICENSEE will provide a Stage Manager or equivalent backstage supervisor. The designated Stage Manager will supervise the LICENSEE'S activities backstage. This Stage Manager should not be involved as a performer in the event on stage. If the LICENSEE cannot provide such a Stage Manager, the VENUE may, at its option, provide a Stage Manager or additional personnel to supervise the LICENSEE'S activities backstage. The LICENSEE will bear the cost of this Stage Manager or additional personnel.
- 2.5.3 The LICENSEE shall be responsible for all its personal property in the building, including all backstage areas. The VENUE, its management, staff and volunteers are not responsible for lost, stolen, or misplaced personal items or equipment.

2.6 VENUE STAFF REQUIRED BREAKS

- 2.6.1 All time for required breaks is included in the LICENSEE'S contracted time in the VENUE, and the rental rates are calculated accordingly.
- 2.6.2 A one (1) hour meal break for all technical crew **must** be scheduled after every four (4) to five (5) hours of scheduled time in the VENUE. The time between scheduled meal breaks must not exceed five (5) hours.

The following are exceptions to this requirement:

- Calls starting at or after noon need not schedule a lunch break
- Calls ending at or before 1:30 pm need not schedule a lunch break
- A second meal break need not be scheduled if the call ends five (5) or fewer hours after the first break
- Meal Breaks are not required for a single Show Call but must be provided between shows if there is more than a single performance in a day

- 2.6.3 VENUE staff must be present whenever the LICENSEE is in the building. If the staff cannot leave the building for a meal break (e.g. the LICENSEE desires to work through a break), the LICENSEE shall provide a meal acceptable to the VENUE staff.
- 2.6.4 If a complete meal break is not provided, the LICENSEE will be charged one hour of building over time, plus a meal allowance for each technician at the discretion of the CULTURAL PROGRAMMER - PERFORMING ARTS or their designate.
- 2.6.5 Short breaks should be provided as needed.

2.7 BACKSTAGE POLICIES

- 2.7.1 All the LICENSEE'S effects must be removed from the building at the termination of the rental period. If the effects are not removed, they will be removed at the LICENSEE'S expense. All technical aspects of the event conducted at the VENUE are subject to the supervision and approval of the TECHNICAL COORDINATOR or their designate. Any technical person deemed incapable of safely performing their duties at their discretion may be replaced. In such a situation, the TECHNICAL COORDINATOR or their designate may substitute a crew member of the VENUE staff at the LICENSEE'S expense.
- 2.7.2 Painting is prohibited in the VENUE except in the loading dock area. Appropriate drop cloths must be used to protect the floor. The VENUE will charge back the cost to repair or clean any damage caused by painting.
- 2.7.3 Touch-up painting may take place on the stage only if the stage is protected with appropriate drop cloths. Any paint spillage or spatter must be cleaned up immediately. The VENUE will charge back the cost to repair or clean any damage caused by painting.
- 2.7.4 All exit doors and hallways must be free of obstructions. In addition, marked Fire Aisles must be kept clear at all times.
- 2.7.5 No costumes, properties, or other items may be hung from fire equipment, emergency lighting fixtures, exits, backstage equipment, or doorways.
- 2.7.6 **FOOD AND DRINKS ARE NOT PERMITTED** in the auditorium, on catwalks, on stage or in the control room.
- 2.7.7 Nothing may be attached to the stage drapes, including anything pinned or taped to the curtains.
- 2.7.8 There will be no 'tours' of the VENUE, backstage or any technical areas without the authorization of the CULTURAL PROGRAMMER - PERFORMING ARTS or their designate.
- 2.7.9 Audience members should be prevented from going on the stage or backstage after a performance. Guests of the performers can be greeted in the lobby.
- 2.7.10 No one is permitted in restricted and technical areas of the VENUE (lighting grid, catwalks, box booms, or control booth) unless specifically authorized by the TECHNICAL COORDINATOR or their designate.
- 2.7.11 All personnel will adhere to the written procedures for conduct in the VENUE'S technical areas.

2.8 ADDITIONAL EQUIPMENT

The rental of Audio-visual equipment not included in the VENUE'S inventory (e.g. DVD players, TV monitors, flip charts, video projectors, screens, easels, or other specialized equipment) may be arranged by the TECHNICAL COORDINATOR or their designate, pending availability. The cost of this equipment will be charged to the LICENSEE.

2.9 ELECTRICAL EQUIPMENT

- 2.9.1 All electrical equipment used in the VENUE must be approved for use by the CSA, C/UL, ESA or other duly appointed agencies charged with the responsibility.
- 2.9.2 If the VENUE's standard electrical connections are insufficient for the LICENSEE's purposes, the LICENSEE will inform the VENUE that additional electrical connections are required.
- 2.9.3 The VENUE may require the LICENSEE to retain a qualified electrician whom the VENUE will select to do all work involved in the connection or disconnection of electrical equipment. The LICENSEE will bear the costs of these electrical services.
- 2.9.4 Any temporary tie-ins to switches or panels will require an inspection from the Electrical Safety Authority of Ontario. These inspections must be arranged in advance and at the LICENSEE's expense.
- 2.9.5 If the TECHNICAL COORDINATOR or their designate determines that equipment brought into the VENUE is damaged, impaired, or otherwise deficient and creates a potentially dangerous situation, the VENUE will refuse to allow it to be used in the building.

2.10 PYROTECHNICS

Any pyrotechnic effects used in the VENUE must comply with all federal, provincial, and local regulations. All licensing and event approvals are the responsibility of the LICENSEE.

Pyrotechnics require a licenced pyrotechnician and approvals from the Town of Newmarket and Central York Fire Services. Additional insurance coverage is also required (See Section 7.18 Insurance). Please discuss your plans for using Pyrotechnics in advance with both the CULTURAL PROGRAMMER – PERFORMING ARTS and the Venue's TECHNICAL COORDINATOR.

2.11 RIGGING

The rigging of signs, set pieces, or other equipment will be executed or supervised only by the TECHNICAL COORDINATOR or their designate. This rigging includes dead-hung items and items that are rigged to fly. Professional special effects companies recognized as experts in the field (e.g. Flying by Foy, ZFX Flying Effects) **must** be engaged when a user group intends to "fly" a person. **THERE ARE NO EXCEPTIONS TO THIS POLICY!**

2.12 PIANO USE

- 2.12.1 A charge of \$25.00 will be applied to any contract requesting to use the piano
- 2.12.2 The piano(s) use is limited to the stage. When piano(s) are being moved as part of the performance, the TECHNICAL COORDINATOR must approve the planned movement. The TECHNICAL COORDINATOR or their designate must approve the piano(s) relocation to other building areas. Any such relocation must be done by professional, insured piano movers only.

- 2.12.3 Piano tuning must be arranged through the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. Only tuners approved and hired by the VENUE are permitted to tune and repair the instruments. The minimum charge for piano tuning is **\$175.00**. Piano tuning is at the expense of the LICENSEE. Tunings in the evening or on weekends will be charged more. The NewRoads Performing Arts Centre does not markup the cost of piano tuning.
- 2.12.4 The pianos should be used only as instruments, not stage props. (Users should feel free to bring in pianos for such uses.) The VENUE reserves the right to restrict the use of the pianos at any time.
- 2.12.5 The LICENSEE will pay for any damage suffered by the pianos during their use by a group. The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate and the LICENSEE will inspect the piano(s) before and following each use.

2.13 STAGE FLOOR

- 2.13.1 The stage floor of the VENUE is a durable multi-purpose floor; however, it can be damaged by sharp objects, set pieces, or other objects. Therefore, the LICENSEE must ensure no items are dragged across the stage. Any damage to the floor requiring repair will be charged to the LICENSEE.
- 2.13.2 Care must be taken with the stage floor to ensure it is not damaged. Therefore all moving set pieces must be on wheels or provided with a means to be moved without causing damage to the stage floor (e.g. UHMWPE glides on items of 25 kg or less and high-quality casters on all heavier items).
- 2.13.3 Musicians such as cellists, bassists, and bassoonists ***must*** protect the stage floor from damage caused by their instrument's pin (e.g. using a cello stick or rubber endpin cover).
- 2.13.4 Due to the multi-purpose nature of the stage floor, **the use of rosin is prohibited.**
- 2.13.5 **Drilling, screwing, stapling, or nailing into the stage floor is prohibited!**

2.14 STAGE THRUST

The Thrust area of the stage is not removable.

2.15 STAIRS TO THE STAGE

The stage is equipped with permanent stairs. These stairs are located at the sides of the auditorium for access to the stage from the auditorium floor. In addition, the front of the stage has built-in stairs that can be uncovered for use. These stairs allow access from the auditorium floor to the front of the stage from the audience. Such stairs are NOT to be used by members of the audience.

2.16 TAPE

Only approved tape may be used for spiking and taping cables on the stage. The VENUE will provide appropriate tape at no cost to the LICENSEE. Masking Tape and silver "Duct" type tape are prohibited from use on the stage. The VENUE reserves the right to dispose of any prohibited tape found in the VENUE.

2.17 CURTAIN SPEECHES AND CURTAIN CALLS

- 2.16.1 Any form of Curtain Speech (e.g. special thanks, presentation of flowers, awards, plaques, and gifts) must be arranged in advance with the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. This arrangement allows the VENUE to notify staff that the performance may run longer than expected.
- 2.16.2 All photo calls on stage or in the lobby must be arranged in advance with the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.

3. BUILDING PERSONNEL

3.1 STAGE CREW

- 3.1.1 Events scheduled to take place in the VENUE will utilize the services of the VENUE crew or the LICENSEE’S crew as approved by the VENUE. After examining the event’s requirements, the CULTURAL PROGRAMMER – PERFORMING ARTS and the TECHNICAL COORDINATOR or their designates will determine the minimum number of VENUE personnel required. They will arrange all personnel for the load-in, set-up, rehearsal, performance, and load-out calls.

If the LICENSEE does not provide adequate information well in advance, the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will determine the crew necessary for the event. The LICENSEE will bear any additional crew expenses.

- 3.1 Local arts and community organizations which are largely or wholly amateur are encouraged to supply volunteers to work with the VENUE’s personnel. Such organizations may provide volunteers subject to technical competence and safety considerations determined by the TECHNICAL COORDINATOR or their designate. The TECHNICAL COORDINATOR or their designate will have sole authority in the direction of volunteer crews.

The VENUE reserves the right to forbid or restrict the employment of any individual or organization as part of the stage crew if it is felt that that damage to the property of the VENUE might result from such employment or if said individual or organization has previously demonstrated an unwillingness, or inability, to abide by the policies and procedures of the VENUE.

3.2 FRONT OF HOUSE CREW (FOH)

Events scheduled to take place in the VENUE shall utilize the services of the VENUE’S FOH CREW. If any, the LICENSEE will bear the cost of these services. The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will determine the personnel required for any event. Community organizations wishing to have their members participate in FOH activities are encouraged to supply volunteers that can “shadow” regular volunteers/staff.

3.3 HOUSE MANAGER

For all VENUE events with an audience, the LICENSEE may be required to pay for a HOUSE MANAGER supplied by the VENUE to supervise the event. The HOUSE MANAGER is responsible for the audience’s safety and supervision of the box office, ushers, bar, and coat check.

The HOUSE MANAGER also deals with any safety concerns, ticketing or customer problems at the performance.

3.4 SECURITY

- 3.4.1 The VENUE and premises, including keys to it, will be controlled by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. The CULTURAL PROGRAMMER – PERFORMING ARTS or other duly authorized VENUE representatives will have the right to enter the VENUE during the period covered by the LICENSE. The VENUE entrances will be locked and unlocked at such times as may be required to use the VENUE.
- 3.4.2 VENUE security will be under the control of the VENUE MANAGEMENT. The VENUE MANAGEMENT will arrange, and the LICENSEE will pay for all security necessary for the proper conduct of activity on the stage, backstage, and control of the audience. Exceptional circumstances may dictate that more security personnel may be required at the discretion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.
- 3.4.3 The presence of security personnel does not waive the LICENSEE’S responsibility to pay for loss or damages to the VENUE property.
- 3.4.4 The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate may determine that a situation requires Stage Door or Main Entrance security during rehearsals or performances. In this event, the LICENSEE may be required to provide an individual who will screen all members of the public to ensure their involvement in the LICENSEE’S event. If the LICENSEE cannot provide adequate security, the VENUE may do so at the expense of the LICENSEE. The VENUE may also require the LICENSEE to provide security ID passes to identify all individuals involved in the LICENSEE’S production correctly.

4. CATERING

4.1 AUTHORIZED CATERERS

All food services must be supplied by a caterer arranged through, or authorized by, the CULTURAL PROGRAMMER – PERFORMING ARTS.

4.2 SERVICE AND MEAL SELECTION

Any menu selections or service requirements must be supplied to the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate thirty (30) days before the scheduled event.

4.3 BEVERAGE AND BAR SELECTION

The VENUE will operate all beverage/bar services and retain all revenues.

4.4 GUARANTEE

The BOX OFFICE/HOUSE MANAGER must be informed about the guaranteed number of guests by noon, 48 hours before the function. Guarantees for Sundays or Mondays must be given by noon on the previous Thursday.

4.5 BANQUET BEVERAGE LIST

A Banquet Beverage List will be provided upon request depending on the event.

4.6 PAYMENT

Deposits are due upon booking the event. Itemized invoicing of all space rentals, service fees and beverage service charges will be provided by VENUE. All invoices must be paid thirty (30) days from the invoice date.

4.7 CATERING CHARGES

Catering charges levied by the VENUE are based on a percentage of the final caterer's food bill or a flat lobby rental charge, whichever is greater. This fee covers the costs associated with setting up and tearing down the tables and chairs, the additional cleaning of the food service area, and the administration costs of the performance or event.

5. ANCILLARY ACTIVITIES AND SERVICES

5.1 CONCESSION SALES IN THE LOBBY

The VENUE will have the exclusive right, at all times and wherever it desires, to sell or distribute any or all merchandise, food, and beverages, including bar services, during each engagement. The LICENSEE will not distribute or sell any merchandise without prior authorization. The VENUE will be entitled to a 10% commission on gross sales (subject to all applicable municipal, provincial and federal taxes, if any) made by the LICENSEE. Payment of this commission and tax to the VENUE is the LICENSEE's responsibility and must be completed at the end of each engagement. The LICENSEE must provide a seller.

5.2 COAT CHECK SERVICES

The VENUE will operate the coat check service and may charge a fee to the patrons.

5.3 EVENT PROGRAMS

All programs prepared by the LICENSEE for distribution to the patrons of the LICENSEE shall have printed in a conspicuous place the information contained below:

“The NewRoads Performing Arts Centre is located at 505 Pickering Crescent in Newmarket and is owned and operated by the Town of Newmarket. For booking information, please get in touch with the CULTURAL PROGRAMMER – PERFORMING ARTS at 905-953-5300 x2842 or by fax at (905) 715-7237.”

Should this information be omitted by the LICENSEE, the VENUE may insert this information into the LICENSEE'S house program at the LICENSEE'S expense. In addition, the VENUE retains the right to insert promotional material for upcoming events into any program distributed within the VENUE. All programs shall be approved by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.

5.4 BOX OFFICE

- 5.4.1 The VENUE'S **24-HOUR BOX OFFICE TELEPHONE NUMBER IS (905) 953-5122**. Tickets may be ordered online at **www.newtix.ca**
- 5.4.2 The VENUE will operate a Box Office within the VENUE. Hours will be posted and are subject to change.
- 5.4.3 The LICENSEE will designate the VENUE as the LICENSEE'S exclusive agent to sell tickets for engagements. All advertising and engagement promotions will include the Box Office telephone number and specify that tickets will be sold at the Box Office of the VENUE or online at **www.newtix.ca**.

The LICENSEE and the VENUE will mutually agree upon the price schedule for tickets, and all tickets will be sold following the agreed price schedule. The purchase price must

include the Capital Investment Fund surcharge (See section 11) and may also include a per-ticket handling charge. These charges are subject to HST. The VENUE may designate additional outlets to sell and distribute event tickets.

- 5.4.4 The LICENSEE must provide the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate with the name of one (1) authorized person as a contact for the Box Office. In addition, the LICENSEE will furnish the LICENSEE’s representative’s name, address, and phone number. This representative will be the only person authorized to deal with the BOX OFFICE MANAGER or the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.
- 5.4.5 Communication between the contact person and the Box Office must be in writing. (No verbal messages are to be given to the box office personnel. No requests for audit reports on the show are to be made at the Box Office window. Requests for information, including the number of tickets sold and any pre-performance information, should be made in writing through the Box Office.
- 5.4.6 The LICENSEE is encouraged to provide a written description of the performance so that Box Office staff can better inform the public about the LICENSEE’S event. This description should include information about the length of the show, a plot synopsis, specific musical works, or any other information that a patron typically wishes to know about an event in the LICENSEE’S judgment.
- 5.4.7 The LICENSEE agrees that the VENUE will collect any amount due under the contract from ticket or subscription sales receipts at the VENUE’s Box Office.
- 5.4.8 TICKET ALLOTMENT FOR VENUE USE: The VENUE will reserve eight (8) “house seats” for each performance without charge to the VENUE. At the VENUE’s discretion, six (6) top-price seats may also be issued to accredited media representatives without charge. The Eleven seats in the rush/wheelchair section will not be available for general public sale until the day of the event or unless the event is sold out. If wheelchair patrons or sound equipment requires a portion of this area, only the remaining seats will be released for sale.
- Sold tickets will be held at the Box Office for pick up during box office hours and on the day of the performance before curtain time. (Charges for box office services are explained in section 5.4.2)
- 5.4.9 COMPLIMENTARY TICKETS: The VENUE reserves the right to monitor the LICENSEE’s use, number and distribution of complimentary tickets. The VENUE’S Capital Investment Fund Surcharge and ticket handling charge will be levied for every complimentary ticket. **No Complimentary tickets will be issued on the day of a performance.**
- 5.4.10 The VENUE will supply ticket stock and envelopes for all tickets sold through the Box office. The VENUE may place advertisements on the ticket stock and the ticket envelopes. Any such advertising will be done at the sole expense of the VENUE.
- 5.4.11 As stated in Section 2.3, A FRONT OF HOUSE AND TECHNICAL INFORMATION questionnaire is to be completed by ALL LICENSEES and provided to the CULTURAL PROGRAMMER – PERFORMING ARTS, the TECHNICAL COORDINATOR, and the BOX OFFICE MANAGER. This questionnaire will detail ticket information such as day(s), date(s), performance time(s) and set ticket prices. This questionnaire also details information about the technical aspects of your event.

5.5 BAR SERVICES

The VENUE can operate a bar in the lobby before, during, and after any event. The VENUE will hold all proceeds from the sales at this bar.

6. PROMOTION OF EVENTS

6.1 ADVERTISING AND PROMOTIONS

- 6.1.1 All advertising and engagement promotions will be by the LICENSEE at the LICENSEE'S sole cost and expense. The LICENSEE will make every effort to make the VENUE aware of the material to be distributed. The LICENSEE will not distribute or circulate or permit to be circulated or distributed advertising material in any part of the VENUE, except such advertising that may pertain to the immediate attraction for which the LICENSEE is granted.
- 6.1.2 CORRECT ADVERTISING COPY: The LICENSEE agrees that all advertising (newspaper, radio, television, posters, heralds, flyers, or brochures) will contain the following information:
- The correct name of the presenting agency or organization
 - The correct name of the VENUE: **NewRoads Performing Arts Centre**
 - The correct Box Office phone number: **(905) 953-5122**
 - The correct date(s) and time(s) of the event
 - If the ticket price is included in the advertising copy, the price(s) stated must include handling charges, the Capital Investment Fund surcharge, and HST, where applicable, in the total ticket price.
- 6.1.3 The LICENSEE agrees to withhold all publicity and promotion of LICENSEE'S event until a date is established in conjunction with the CULTURAL PROGRAMMER – PERFORMING or their designate for commencing ticket sales, and all publicity and promotion can indicate such date. (Please refer to the Front-of-House/Box Office Questionnaire.) Failure to indicate to the VENUE the specific date tickets are to go on sale may incur additional charges for the VENUE'S Box Office services.
- 6.1.4 Advertising and promotion consultation may be discussed with the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. Extensive consultation may be available at an additional cost.
- 6.1.5 The name “**NewRoads Performing Arts Centre**” can only be used as described in the Operating Procedures Manual, namely, as the VENUE for the event.

6.2 EQUIPMENT, SIGNS, AND POSTERS

The LICENSEE will not do or permit anything that will tend to damage, mar, or deface the VENUE property. The LICENSEE will not drive or install, or permit to be driven or installed, any nails, hooks, tacks, pins or screws into any part of the VENUE'S building. The LICENSEE will not make or allow alterations to said building, equipment, or facilities. The LICENSEE will not post, exhibit, or allow to be posted or exhibited any signs, advertisements, show bills, lithographs, posters or cards of any description on any part of the VENUE, except upon the common areas provided for such purpose by the VENUE. The LICENSEE may use said billboards to post or exhibit only material approved by the VENUE and related to the performance or exhibition given in the VENUE under this license. The VENUE reserves the right to reject materials that do not conform to fire regulations (e.g. non-flame-proofed banners). **NO masking tape, Scotch tape, packing tape or other adhesives may be used on any surface.**

6.3 PROMOTION SERVICES

The VENUE will attempt to make available the following:

- space to display one poster advertising upcoming events
- space in the brochure rack in the outer lobby, and
- space in any marquee or window to set up a display during the event
- listing on a digital signboard
- listing in the VENUE section of the Town of Newmarket website

These items will pertain only to events held at the **NewRoads Performing Arts Centre**.

7. GENERAL POLICIES

7.1 OBSTRUCTIONS

No portions of the VENUE's sidewalks, entries, passages, doorways, vestibules, halls, or ways of access to public utilities will be obstructed by the LICENSEE or caused or permitted to be used for any purpose other than ingress and egress to and from the VENUE. The doors, stairways or openings that reflect or admit light into any portion of the VENUE, including hallways, corridors and passageways, radiators and house lighting fixtures, will not be obstructed by the LICENSEE. Fire exits, and aisles in the auditorium seating area of the VENUE must always be clear of obstructions. No equipment may be set up in the aisles (e.g. video cameras).

7.2 LOST ARTICLES

7.2.1 The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will have the sole right to collect, have custody of, and dispose of, articles left in the building by persons attending any performance exhibition or entertainment presented in the VENUE.

The LICENSEE and any other persons in the LICENSEE'S employ or under their control will not collect nor interfere with the collection or custody of such articles. LOST AND FOUND: Please call the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.

7.2.2 Where lost articles can readily be identified as the property of the LICENSEE, their employee, or others under their control, the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will make every effort to return articles to the rightful owner. However, they will not be responsible for incurring any cost for shipping said articles to the owner.

7.3 FLAMMABLE MATERIALS

7.3.1 No flammable materials such as burlap, bunting, tissue paper, crepe paper, banners, or other materials will be permitted for decorations in the VENUE. If in doubt about the flame retardant properties of a material, the VENUE will perform a flame test on any material intended to be used. All materials used for sets, props and stage decoration must be inherently flame retardant or be treated with an approved chemical flame retardant (e.g. Flame Guard or Rosco Flamex).

7.3.2 Open flames in any area of the VENUE are strictly prohibited, regardless of how they are fuelled (e.g. candles) unless approved by the TECHNICAL COORDINATOR or their designate and by Central York Fire Services. The use of alternatives (e.g. LED candles) is highly recommended.

7.3.3 Styrofoam use in the VENUE is generally not permitted. If you plan to use it as a scenic element, please consult the TECHNICAL COORDINATOR or their designate. Certain

foams are highly flammable and will not be permitted under any circumstances. A flame retardant coating (e.g. Rosco FoamCoat) is recommended for all other foam products.

7.3.4 Due to the extreme fire hazard, hay or straw bales are PROHIBITED!

7.4 STORAGE

Before, during, or after the use of the VENUE by the LICENSEE, the VENUE shall act solely for the accommodation of the LICENSEE in the receipt, handling, care or custody of the property of any kind shipped or otherwise delivered to the VENUE. The VENUE will not be liable for any loss, damage or injury to such property. No storage of the LICENSEE'S property before or following the contract is permitted unless special arrangements are made in advance with the VENUE.

Due to fire safety regulations, the VENUE'S mechanical room cannot store any material or equipment.

7.5 DISPOSAL OF REFUSE

The VENUE cannot accommodate large amounts of refuse and garbage disposal (e.g. scrap lumber, set pieces, or stage dressing). Therefore, all items brought into the VENUE by the LICENSEE must be removed at the end of the rental period. Small amounts of trash, paper, or recyclables may be disposed of in the supplied receptacles.

7.6 BROADCASTING, VIDEO, SOUND RECORDING AND ROYALTIES

7.6.1 No performance or event presented in the VENUE may be broadcast, videotaped, recorded, photographed or otherwise reproduced without the consent of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. When an event is broadcast or recorded for later broadcast, the LICENSEE will ensure that the VENUE receives proper audio and video credit deemed appropriate by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. The improper use of recording or photographic devices during a performance is prohibited. The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will confiscate such devices and hold these until the performance's conclusion.

7.6.2 Royalties, Rights and Copyright Clearance:

It is the LICENSEE'S responsibility to secure and pay for all licenses required by law regarding:

- the use of copyrighted material for public performance (music and plays)
- the audio recording or any copyrighted material
- the video recording of any copyrighted material, including the synchronization (or "marrying") of visual images with existing audio material

The VENUE shall not be held liable for any infringements of copyright laws, however caused. The LICENSEE shall be solely responsible for adherence to all intellectual property laws.

Please note that your production may require licencing from more than one agency. It is the responsibility of the LICENSEE to acquire licences or clearance from any agencies required (e.g. both SOCAN and Re:Sound licences are required for the playback of recorded music).

The following list of agencies is not exhaustive and is provided as a courtesy to the VENUE'S user groups. Other agencies may need to be contacted for your licensing requirements.

SOCAN – Music Performance Rights

Public performance rights for music, recorded and live, can be secured through THE SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS OF CANADA (SOCAN). SOCAN can also provide synchronization licences for the use of music with video. SOCAN collects fees on behalf of Composers, Authors and Music Publishers. 41 Valleybrook Drive, Don Mills, Ontario M3B 2S6 (416) 445-8700 – <http://www.socan.ca>

Re:Sound – Music Performance Rights

Public performance rights for music, recorded and live, may also require a licence from Re:Sound Music Licensing Company. Re:Sound collects fees on behalf of Artists and Record Companies. 1235 Bay Street, Toronto, Ontario M5R 3K4 (416) 968-8870 – <http://www.resound.ca>

CMRRA – Music Reproduction Rights

The rights to make an audio recording of music can be secured through: the CANADIAN MUSICAL RIGHTS REPRODUCTION AGENCY (CMRRA) 56 Wellesley Street West, Suite 320, Toronto, Ontario M5S 2S3 (416) 926-7521 – <http://www.cmrra.ca>

Performance Rights for Plays and Musicals

Public performance rights for plays and musicals are usually secured through the show’s publisher or licencing agency.

Video Recording Rights for Plays and Musicals

The rights to record a play or musical video can typically be secured through the show’s publisher or licencing agency.

The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate will have the right to require the LICENSEE to furnish evidence that such licenses have been obtained before such activities may commence.

7.6.3 REPRODUCTION AND SALE OF ITEMS PRODUCED AT THE NEWROADS PERFORMING ARTS CENTRE:

No reproduction of any kind, whether by radio, broadcasting, television, filming, photographing, taping, sound recording or otherwise, will be permitted without the consent of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. The VENUE may make an additional charge for any such reproduction regarding each engagement for which consent is granted. The name “**NewRoads Performing Arts Centre**” must appear on all such reproductions, and all VENUE staff involved in producing the product must be credited appropriately.

7.7 SMOKING

- 7.7.1 Smoking in the VENUE is not permitted in any area. **The NewRoads Performing Arts Centre** is designated a non-smoking building by the Town of Newmarket. By Agreement with the York Regional District School Board, there is no smoking on Board property between 8 am to 6 pm Monday to Friday. After-hours smoking is permitted only in designated outdoor smoking areas.
- 7.7.2 The LICENSEE will be responsible for enforcing smoking regulations. Failure on the part of the LICENSEE to enforce these regulations with any of its patrons, staff and personnel will constitute a breach of the Licence Agreement and can, at the option of the VENUE MANAGEMENT, result in the termination of said LICENSE, with all advance deposits forfeited as liquidated damages. In addition, the LICENSEE will be liable for any fines or penalties under the law.
- 7.7.3 Smoking is not permitted on stage under any circumstances.

7.8 FOOD AND BEVERAGES

Food will not be allowed in the VENUE auditorium seating area, catwalks, or control room. The LICENSEE is responsible for enforcing this section with its performers, cast members and crew. Beverages are permitted within the auditorium. Only WATER is permitted onstage or in the catwalks.

7.9 LOADING ENTRANCE

All articles, exhibits, fixtures, materials, displays, and other materials will be brought into or out of the building only at entrances designated by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. The VENUE’S receiving area is generally designated for this purpose. Vehicles can be at this door during unloading or loading only.

7.10 STAGE DOOR ENTRANCE

The VENUE Stage Door entrance is located on the west side of the building. All performers, technicians, and other personnel associated with the LICENSEE’S event will use this door when entering and leaving the facility. The front main entrance is not to be used. In some cases, and with prior approval, when performers use the school rooms, the school doors immediately to the right (east) of the main lobby doors can also be used as an auxiliary stage door entrance. Parking in the Stage Door parking area is reserved for VENUE STAFF only.

7.11 AUDITORIUM SEATING AREA

The use of the auditorium seating area is restricted to those possessing tickets. During rehearsals, performances, set-up and strike periods, the LICENSEE’S personnel should restrict their activities to the stage, backstage, dressing rooms and Green Room. Where it is necessary to view a rehearsal from an audience vantage point, provisions can be made with the CULTURAL PROGRAMMER – PERFORMING ARTS or his designate for a limited number of people to be accommodated in the seating area for this purpose.

The reasons for this restriction are threefold:

- To avoid situations where it becomes necessary to re-clean the auditorium after it has been made ready for a performance
- To protect carpeting and seat upholstery from unnecessary wear and damage
- To ensure that the auditorium seats are not used as a storage place for coats, props, musical instrument cases, and other materials.

The maximum audience capacity of the auditorium is four hundred (400). This capacity is the maximum number of people that may be accommodated at one time in the VENUE’S auditorium seating area. No one may sit or stand in the aisles or on the stairs in the auditorium. All people in the auditorium must have a valid ticket for the event.

7.12 OBJECTIONAL PERSONS

7.12.1 The VENUE MANAGEMENT reserves the right to eject, or cause to be ejected, any objectionable persons. Neither the VENUE nor any of its officers, agents or employees shall be liable to the LICENSEE for any damages sustained by the LICENSEE through the VENUE'S exercise of such right.

7.12.2 The term "objectionable persons" shall include but is not limited to those persons who, by disorderly conduct, intoxication, disruptive behaviour, violation of building policy, municipal, provincial or federal law, make the proper conduct of business, or an event, or the enjoyment by others of the event, difficult or impossible.

7.13 DANGEROUS PERFORMANCE

If, in the sole opinion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, the performance, performers or audience attracted by the said performance is considered to be a physical threat or danger to the property of the VENUE or audience members of the VENUE, the LICENSEE will:

- Reimburse the VENUE the total amount paid for any security personnel required for the performance. The number of security persons required will be decided by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.
- If requested, stop the performance or the part of the performance that is deemed to be dangerous.

Failure to comply with the conditions mentioned above is considered a violation of the LICENSE. Therefore, the VEUNE MANAGEMENT will immediately cancel the performance, and the LICENSEE, patrons, cast, and crew shall vacate the premises.

7.14 COMPLIANCE WITH LAWS

The LICENSEE will comply with the laws of Canada, the Province of Ontario, and the by-laws and regulations of the Corporation of the Town of Newmarket. The LICENSEE will not permit anything on the VENUE property in violation of any laws, by-laws, rules or regulations. The licensed premises shall not be used for illegal, indecent or immoral purposes.

7.15 RIGHT TO ALTER OPERATING AND PROCEDURES MANUAL

At the discretion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, the VENUE may change, alter, amend or cancel any or all of the articles and sections of the Operating Procedures Manual at any time and from time to time as it affects an individual LICENSE. However, the most current manual version will be in force in all cases.

7.16 SCHEDULE OF RENTAL RATES AND CHARGES

A current schedule of rental charges for space, equipment, personnel, and services, from time to time amended, will be available upon request from the VENUE.

7.17 REFUSAL TO LICENCE

It may be determined that an event, activity or performance, or the audience's response to an event, activity or performance, will cause physical or unusual risk of damage to the VENUE or its patrons. In this case, the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate and the Town Council of the Corporation of the Town of Newmarket may refuse to rent the facility for said event. In addition, any history or lack of financial reliability or failure to comply with the Operating Procedures Manual may result in a refusal to rent.

7.18 INSURANCE

The LICENSEE is required to secure insurance to cover it for liability during the VENUE use. This insurance should provide sufficient coverage for the following:

- Liability for the actions of members of the LICENSEE'S group
- Liability for any damage that may be sustained as a result of any equipment or other materials brought into the VENUE by the LICENSEE
- Liability for any damage or loss of personal property or equipment by the LICENSEE
- Liability for any damage to the VENUE or its patrons, however caused, by the LICENSEE

The LICENSEE must supply a certificate of proof of insurance to the VENUE upon request. Should the LICENSEE fail to obtain insurance coverage, the VENUE may furnish insurance at a cost to the LICENSEE.

In certain situations, the LICENSEE may be asked to sign a "Letter of Indemnity" for the TOWN regarding certain activities undertaken at the VENUE. This letter may also require the LICENSEE to purchase additional insurance naming the TOWN and the VENUE as additional insured parties.

LICENSEES shall completely indemnify and save harmless the VENUE and the Corporation of the Town of Newmarket and the York Region District School Board and provide proof of separate public liability insurance (at a minimum coverage per incident of two million (\$2,000,000) dollars. Shows involving Pyrotechnic Effects will require a minimum coverage of five million (\$5,000,000) dollars per incident.

The Corporation of the Town of Newmarket and the York Region District School Board shall be the third party named insured.

7.19 SOUND PRESSURE LEVELS

Sound pressure levels in the auditorium may not exceed the guidelines set out by the Ontario Ministry of Labour – [Safety Guidelines for the Live Performance Industry in Ontario](#) (as amended). If sound pressure levels are felt to exceed these levels, the VENUE will measure the levels utilizing the VENUE'S equipment. If the sound pressure levels exceed an acceptable level, the LICENSEE will be advised to lower the sound pressure levels immediately. If this is not done, the performance may be stopped. (See section 7.13 DANGEROUS PERFORMANCE).

7.20 OUTSIDE CONTRACTORS

All companies or individuals hired by the LICENSEE to perform services for the LICENSEE in the **NewRoads Performing Arts Centre** are subject to the approval and ACCEPTANCE OF THE CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, which may be withheld. These companies and individuals may include but are not limited to lighting and audio companies, video companies, photographers, food caterers, or others. The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate has absolute discretion and reserves the right to forbid or restrict the access of any individual or organization to the VENUE. Without limiting the generality of the preceding, the decision may be based on the sole and absolute determination that property damage might result from permitting such companies or individuals access. Or, as may be the case, such individuals or organizations have previously demonstrated an unwillingness or inability to abide by the policies and procedures of the VENUE.

Outside contractors working on behalf of the LICENSEE MUST provide written proof of insurance liability coverage as outlined above and proof of paid-up Workers Safety Insurance Board premiums.

7.21 EXCLUSIVE USE OF FACILITY

Although the LICENSEE has a contract with the VENUE, it does not provide sole and exclusive use of the facility for the LICENSEE.

In the lobby, the VENUE has the right to contract for artwork hanging or displaying other items from other organizations unrelated to the LICENSEE'S event.

The VENUE may use the stage area, backstage areas, and auditorium when the LICENSEE is not utilizing the facility. However, the VENUE agrees to assume responsibility for any damage or loss of property of the LICENSEE associated with the VENUE'S use of the facility.

The movement of or the covering up or obstructing of the VENUE'S property, including furniture and equipment or any items contracted by another group during the LICENSEE'S contract term, shall be subject to written approval from the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.

8. PARKING LOT AND GROUNDS USE

8.1 PARKING LOT OWNERSHIP

The parking lot and the grounds surrounding the VENUE remain the property of the Corporation of the Town of Newmarket and the York Region School Board. Accordingly, they may be used only for purposes sanctioned by the VENUE.

8.2 PARKING LOT AS ASSIGNED

Parking areas assigned as VENUE PARKING will be available to the LICENSEE and its patrons, subject to other use by the BOARD. Parking in the Stage Door parking area is reserved for VENUE STAFF or used with special permission only. Parking spaces in adjoining parking lots (Newmarket High School) may only be used when prior permission is sought. The VENUE will make these arrangements if requested by the LICENSEE. The VENUE does not guarantee the number of spaces available at any given time for use by the LICENSEE.

8.3 STREET PARKING

Offsite street parking is permitted on the east side of Pickering Crescent. However, under no circumstances should the parking lot of Redemption Church, located at 415 Pickering Crescent, be used without the explicit permission of the church.

8.4 ILLEGALLY PARKED VEHICLES

Illegally parked cars in the VENUE/School parking lots may be tagged and towed at the owner's expense. In addition, if deemed necessary by the LICENSEE or the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, parking attendants may be employed to monitor the parking for a particular event. The LICENSEE will bear these costs for that event.

8.5 RESPONSIBILITY

The VENUE is not responsible for any loss or damage to persons or property, however caused, in the VENUE'S parking lot. The LICENSEE and patrons shall keep the roadway around the VENUE clear at all times for passage of the VENUE'S staff and patrons and emergency vehicles. No emergency exit doors shall be blocked in any manner.

8.6 OVERNIGHT PARKING

Overnight parking on the TOWN/Board property is not permitted. Should emergencies occur which require consideration of overnight parking, the final determination will be made by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. Neither the Town, the VENUE, nor the York Region District School Board will accept any liability for damage to any property if permission is granted for overnight parking.

8.7 BOOKING AND AVAILABILITY

All requests to use the VENUE parking are to be directed to the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate. The requested date(s) and time(s) shall be noted on the Master Calendar. The requested area(s) availability may be confirmed in a letter to the event's producer no earlier than ten (10) days before the event date. This procedure is to ensure that priority is given to events that are booked for the VENUE. The availability of the VENUE'S parking areas and grounds and the conditions or use may be confirmed in writing by the CULTURAL PROGRAMMER – PERFORMING ARTS.

8.8 AVAILABLE PARKING AREAS

Parking areas are limited to the areas illustrated on the attached site plan. Please note that the Stage Door parking area is reserved for VENUE STAFF only.

8.1 PARKING LOT OWNERSHIP

8.9.1 LICENSEES shall conduct the event safely, securely and orderly.

8.9.2 LICENSEES shall remove all material and debris from the parking area and grounds immediately following the event.

8.10 LIMITATIONS

8.10.1 The VENUE'S MANAGEMENT may refuse to make the requested areas available if the proposed use interferes with the school or the VENUE'S regular business or is deemed hazardous, unsafe, or objectionable.

8.10.2 If the VENUE'S MANAGEMENT considers it appropriate to assign security staff to supervise the event, such costs shall be charged to the LICENSEE.

8.10.3 The operation of concessions in association with the event shall be prohibited unless the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate provides permission. The VENUE shall receive a commission as may be determined from time to time on gross sales for approved concession operations.

9. BOARD USE OF VENUE

9.1 SUPERVISION

All schools shall supply sufficient teachers, staff, or parent helpers to ensure a 20/1 student/supervisor ratio. If a school fails to supply adequate supervision in the opinion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, additional VENUE personnel may be assigned at the expense of the LICENSEE, or the LICENSEE may be requested to vacate the premises until adequate supervision is available.

9.2 ACCESS TO TECHNICAL AREAS

Only students approved by the TECHNICAL COORDINATOR or their designate will be allowed in the technical areas of the VENUE. These areas include the catwalks, box booms, and the control booth.

9.3 LOBBY ACCESS

Students will be required to remain in the auditorium or backstage during rehearsals. Students are not allowed to loiter in the lobby. The use of the lobby during rehearsals must be approved in advance by the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate.

9.4 DISRUPTION OF PERFORMANCE

To prevent the disruption of performances and inconvenience to other patrons, students will not be seated once a performance has started unless there is a suitable point in the performance. Late seating shall be at the sole discretion of the HOUSE MANAGER.

9.5 SAFE SCHOOLS POLICY

Under the York Region District School Board Safe Schools Policy, students participating in a production at the VENUE ARE NOT to enter or use any of the services of Newmarket High School unless the principal has granted prior permission.

10. USE OF DRAMA, AND MUSIC ROOMS

10.1 AVAILABILITY

By Agreement with the York Region District School Board, and depending on availability, the VENUE may use the Music and Drama Rooms at the Newmarket High School. The CULTURAL PROGRAMMER–PERFORMING ARTS or their designate shall have sole discretion regarding these rooms' access, use, and designation. The CULTURAL PROGRAMMER – PERFORMING ARTS or their designate may suspend the use of the classrooms if there is insufficient supervision. The LICENSEE must supply the VENUE with proof of adequate supervision at least two (2) weeks before their event. Please note that these rooms are not available during school hours or weekdays before 6pm. Due to food allergies, **FOOD AND DRINKS ARE NOT PERMITTED IN THE CLASSROOMS.**

10.2 BOARD USE TAKES PRECEDENCE

The use of these rooms depends on other permits the BOARD issued. Any use by the BOARD will take precedence over the use by the VENUE. The use of the school rooms is a privilege granted by the BOARD. Permission for the use of school rooms may be withdrawn at any time.

11. CAPITAL INVESTMENT FUND (CIF)

In addition to the VENUE rental fees, ticket printing and handling charges, and any other applicable fees, the VENUE will apply a CAPITAL INVESTMENT FUND (CIF) charge on all seats occupied, including general admission and complimentary tickets. **The CIF charge is to be incorporated into ticket prices. Therefore, event advertising should show the inclusive ticket price without the CIF being segregated.**

If you opt not to sell tickets through us or choose to have an unticketed event CIF will be charged for a full house (400 seats)

The CIF is subject to change; however, the CIF indicated on the VENUE RENTAL AGREEMENT will be the rate applied at the time of billing.

12. DANCE RECITALS AND MUSIC/DANCE FESTIVALS

12.1 RESTRICTED ACCESS

Dance recitals and music/dance festivals provide unique operating challenges for the VENUE. Teachers, participants and parents are regularly entering and exiting the VENUE, causing a disturbance for the performers and patrons. The VENUE encourages the LICENSEES to consider their patrons' enjoyment during the performances. Therefore, the VENUE will restrict access to the VENUE during dance competitions or recitals/festivals until an appropriate break in the performance.

12.2 LICENSEE TO PROVIDE SECURITY AND SUPERVISION

During competitions, recitals and festivals, the VENUE **IS NOT** responsible for the ongoing supervision of participants. Their safety and well-being are the responsibility of the LICENSEE. Therefore, the LICENSEE must provide security and supervision for all participants.

The LICENSEE will be required to ensure that a sufficient number of teachers, parents or other appropriate adults are available to supervise all areas and rooms to which the LICENSEE has been granted access. This access includes the VENUE and those rooms within Newmarket High School.

12.3 VENUE RIGHT TO REFUSE ACCESS

If, in the opinion of the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate, the LICENSEE has failed to provide sufficient security and supervision, they may refuse the LICENSEE access to the VENUE and any rooms booked until adequate security/supervision has been established.

12.4 VENUE RIGHT TO CHARGEBACK COSTS OF SUPERVISION AND SECURITY

In addition to and as an alternative, the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate may assign VENUE personnel to supervise and provide security at a cost to the LICENSEE. This cost will commence one hour before the event, continue throughout the event, and conclude one hour after the end of the event. The **minimum** will include four (4) staff members at a **minimum** per person per hour charge of \$25.00. The LICENSEE can eliminate this cost by ensuring they have provided a level of security/ supervision satisfactory to the VENUE.

13. BABES IN ARMS

The VENUE policy allows Babes in Arms to sit on the parent's lap. A **"Babe in Arms"** ticket will be issued and includes children under two (2) years of age. Any child over two (2) must have a paid ticket for an assigned seat. The LICENSEE may allow children under a certain age to enter the VENUE free of charge.

To assist in patron counts in an emergency evacuation, every person in the VENUE must have A **TICKET**, including Babes in Arms and children who may be admitted free of charge. The VENUE may issue complimentary tickets for Babes in Arms and those children designated for free admission.

Car seats and infant carriers will not be allowed in the VENUE if they block or prevent the evacuation of an aisle or row in an emergency.

14. TICKETING

14.1 TICKET SALES

The VENUE, acting as an agent for the LICENSEE, will be responsible for issuing all event tickets. The VENUE will issue one ticket per person. Unless authorized by the LICENSEE, tickets are non-transferable. During certain events, such as dance recitals and festivals, the VENUE may use a handstamp to identify the valid user. Patrons or participants without a valid handstamp will not be allowed into the VENUE. The VENUE reserves the right to refuse entry to the VENUE and eject any patron or participant who misuses a ticket or handstamp.

14.2 REFUNDS, EXCHANGES, AND TRANSFERS

All ticket sales are final. Refunds or exchanges will not be available or will be available at a nominal charge to the LICENSEE or their patron. See OBJECTIONABLE PERSONS SECTION 7.12

15. FOUL AND ABUSIVE LANGUAGE OR CONDUCT

The **NewRoads Performing Arts Centre** relies upon a volunteer corps to assist with all aspects of productions. With this corps of volunteers, the VENUE can offer LICENSEES rental rates considerably less than comparable facilities. To maintain this valuable asset, it is recommended that the LICENSEE advise their teachers, participants, parents, and patrons that vulgar and abusive language directed toward volunteers, VENUE staff, or other patrons will not be permitted.

The VENUE reserves the right to remove from the VENUE or facility anyone who conducts themselves in a manner deemed abusive, vulgar or threatening to the VENUE volunteers, staff or other patrons.

16. VIDEO, AUDIO RECORDINGS AND FLASH PHOTOGRAPHY

16.1 FLASH PHOTOGRAPHY

The VENUE discourages the use of flash photography during performances. It is disturbing to the patrons and distracting for the performers. The LICENSEE should encourage parents and others wishing to use flash photography at the end of the performance. Any LICENSEE wishing to allow flash photography should advise the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate well before the performance so that appropriate notice can be given to staff, volunteers, and patrons.

16.2 AUDIO AND VIDEO RECORDING LOCATIONS

Specific locations within the VENUE are ideal for setting up video/audio recording equipment. The middle seats of rows P and Q provide a great cover shot, with the ability to zoom in on individuals on stage. Audio feeds from the Control Room are available in this location. If cameras and equipment are set up in other auditorium areas, no seats behind the equipment can be used for audience seating. This restriction is necessary to prevent audience complaints of obstructed views and is also a fire safety issue.

Cameras, tripods, and microphone stands will not be allowed in the wheelchair seating area. The LICENSEE should consider their patrons when allowing cameras to be set up. Seats around the camera locations must not be sold. Otherwise, your patrons will complain that they cannot see the stage.

The LICENSEE should contact the CULTURAL PROGRAMMER – PERFORMING ARTS or their designate before assigning video/audio seats to ensure a quick and problem-free set-up. The VENUE reserves the right to refuse video and audio installations if, in the opinion of the VENUE, they impede or block any aisle, adjoining seats or patron's clear and unobstructed view of the stage.

17. VENUE LOBBY

17.1 MAIN ENTRANCE

The VENUE lobby is the main entrance to the VENUE. The lobby is cleaned daily before every performance. However, time and cost restrictions prevent the lobby from being cleaned several times throughout the day. Therefore, the LICENSEE, parents, teachers, participants, and patrons must recognize this and help keep the lobby clean and ready for the patrons. **Rehearsals, costume repairs, makeup application, and hairdressing are NOT PERMITTED in the lobby.**

17.2 LOBBY CLEARANCE

The LICENSEE should advise everyone involved with the production that the VENUE staff will clear the lobby before the main doors open. Their co-operation is expected and appreciated. The lobby is closed between performances. Cast and crew members are **NOT PERMITTED** to sleep on the lobby furniture between or before productions.

APPENDICES

NewRoads Performing Arts Centre

TECHNICAL INFORMATION

Lighting Equipment

- Control:** ETC IonXe Console with 2 2X20 and 1 1X20 fader wings. An offline editor is available at <http://www.etcconnect.com>. Full ETCnomad backup can be run at all times.
- Dimmers:** 96 X ETC Sensor 2.4 kW with Unison CPU (dimmers 93 – 96 are Houselights)
- Conventional Fixtures:** 68 X ETC Source 4 with the following lens barrels:
20 X 50°
20 X 36°
24 X 26°
6 X 19° (normally used with I-Cue Mirrors)
16 X **Strand** #3480 8" Fresnelite
- LED Fixtures:** 5 X **Altman** SpectraCyc 100
9 X ETC Source Four LED Series 2
3 X ETC Desire D40 LED
4 X **Elation** OptiTri Par LED
8 X **Martin** Rush Par 1 LED
- Intelligent Fixtures:** **Please Note:** All Intelligent Lighting is configured in a *semi-permanent installation*. It will take significant time, effort, and additional labour to change this configuration, and it *must* be restored at the end of any rental period. Any changes to the lighting must be completed as part of a user group's contracted time in the facility.
- 16 X **High End Systems** Lonestar Moving Head
2 X **Martin** RoboColor Pro 400** (Used for Mirror Ball)
1 X **American DJ** MBII Mirror Ball Motor W/12" Mirror Ball
- Intelligent Accessories:** 6 X **Rosco** I-Cue Mirror
4 X **City Theatrical** DMX Iris
3 X **GAM** SX4 with 6 Gobo Tray (M-Sized Gobos Required)
2 X **Spectrum** 4" Broadway Colour Scroller
23 X **Spectrum** Q3 Scroller (6 on I-Cue Mirrors, 3 on SX4)
2 X **Rosco** 200W Power Supply
1 X **Spectrum** ColorQ 8-Way Power Supply
2 X **Spectrum** PSU 02 24 Volt Power Supply
1 X **Martin** DMX Switch Pack (6 channels)
1 X **Fleenor** 123 Isolated DMX Splitter
- Followspots:** 2 X **Altman** Comet Followspots
- Atmosphere Machines:** 1 X **UltraTec** Radiance Hazer**
1 X **UltraTec** DMX Stage Fogger**
2 X **Le Maitre** True North Snow Machine**
3 X **Chauvet** Geyser DMX Fog Projector

| | |
|---------------------------------|---|
| Miscellaneous: | 2 X Rosco ImagePro, various gobos, gobo holders, drop-in irises, colour frames, Littlites , and cables |
| Audio Equipment | |
| Main Mix: | <p>DiGiCo SD9 Supercharged Core 2 Digital Console – 96 Channels – 96 X 48 X 3 w/ 12 X 8 Matrixes. The console is located in the control booth and connected via a patch bay to hardwired microphone input boxes throughout the venue. There are booth monitors delayed to the mains and a window that opens to allow the operator to monitor the program. The console can be moved into a house mix position if required. Moving the console will require 2 hours and 2 venue Technicians to accomplish. Please get in touch with the Box Office to remove the appropriate seats from sale to accommodate the console.</p> <p>The console includes extensive onboard processing: 12 X digital effects, 155 dynamic EQ, 155 DiGiTuBes, 155 multiband compressors, 16 X graphic EQ, 96 X gate/compressor,</p> <p>The console is equipped with a Waves Soundgrid server. Waves plugins may be used if the visiting engineer has valid licences on a USB Key (v.11). The venue owns licences for the Waves Live and <i>One Knob</i> bundles and the NS1 plugin.</p> |
| Main Mix Amplifiers: | 3 X QSC ISA1350 (Mains) 1 X QSC PLX 3002 (Subs) |
| Crossover: | 1 X EAX UX8800 |
| Main Mix Speakers: | 3 X EAW AX396 (L/Centre/R – High/Mid, Low) 2 X EAW FR 250z Dual 15” Subs |
| Booth Monitors: | 2 X EAW MS 20 |
| Booth Amplifier: | 1 X QSC USA 370 |
| Monitor Mixes: | 6 Possible via Aux. Sends from Main Console |
| Monitor Amplifiers: | 2 X Crown Com-Tech 400 (total of 4 outputs) 1 X QSC USA 900 (total of 2 outputs) |
| Floater/Spare Amplifier: | 1 X QSC USA 900 |
| Monitor Wedges: | 6 X Yamaha DBR12 Powered Wedges (2 Overhead Sidefill) 6 X Yamaha SM12IV Passive Wedges 2 X Yamaha SM12IV S Passive Wedges 3 X Behringer Eurolive B205D powered speakers (stand mounted) |
| Microphones: | 12 X Shure Beta 58A 1 X Shure SM58 4 X Shure Beta 57A 4 X Shure Beta 56A w/A56D Drum Mount 3 X Shure EZ0 Overhead (phantom) 3 X Shure MX202 Overhead (phantom) 1 X Shure Beta 52A Kick Drum Microphone 2 X Shure Super 55 (<i>Elvis Style/Pineapple Microphone</i>) |

1 X **Shure** 520DX (*Green Bullet Harmonica Microphone*)
2 X **Sennheiser** MD 421 MK II
4 X **AKG** 391B (phantom)
2 X **Behringer** C-2 Pencil Condenser (matched pair - phantom)
2 X **Behringer** C-1 Large-Diaphragm Condenser (phantom)
w/shock mount
5 X **Crown** PCC 160 (phantom)
1 X **Schertler** DYN P-P48 Piano Transducer
1 X **Earthworks** DK25/L Drum Mic Kit (3 X SR25s + KickPad™)
2 X **CAD** Equitek E-200 Large Diaphragm Condenser w/shock
mount

Wireless Microphones:

16 X **Sennheiser** EW-D SK Bodypack Transmitters w/ ME-2 II
Microphone**
12 X **Sennheiser** EW-D SKM-S handheld transmitter with MMD
835 Microphone capsule**
16 X **Sennheiser** EW-D EM Receivers**
6 X **Sennheiser** CI 1 Instrument Cables**

NB: EW-D SKM-S Handhelds share receivers with EW-D EM
Body packs. Only one type of transmitter may be used
simultaneously with each matched receiver. All wireless equipment
uses AA Batteries. NRPAC also has rechargeable lithium-ion
batteries for this equipment.

16 X **MMAudio** MM-DPSM-WP Dual Earset/Head-worn
Microphones are available with our Bodypack transmitters, but no
tape or other adhesives may be used with these microphones.

To avoid interference with our wireless equipment, should you wish
to rent additional wireless microphones, it is recommended that you
DO NOT rent units in the **Sennheiser R1-6 frequency range** (520
–576 MHz).

NOTE: The maximum number of wireless microphones we can
effectively control with our audio console during a musical
production is 24. Unfortunately, we cannot accommodate more units
on a single console layer.

NOTE: Countryman E6i Ear-worn elements are available with the
EW-D SK Transmitters for a nominal extra charge. This element is
a higher quality microphone than the ME-2, providing a better
pickup of voices and much higher gain before feedback. These units
must be used with extreme care.

DI Boxes:

1 X **BSS** AR116 (phantom)
4 X **Behringer** Ultra-DI DI20 Dual DI/Splitter (phantom)
3 X **Countryman** Type 85 (phantom)
4 X **Radial** JDI Passive DI
1 X **Radial** JPC Stereo DI (for computer audio)

Playback:

1 X **Tascam** CD-200iB CD/iPod Dock Player

1 X **Denon** DN-C550R Dual CD/CD-R/RW Deck
1 X Custom 8th Gen. Intel Core i5 PC (Windows 10) w/ **Cakewalk** UA-101 USB soundcard and **Show Cue System 11 (Professional)** multi-media control Software with DMX/MIDI control (See <http://www.showcuesystem.com> for details and demo).
1 X **Denon** DN-T645 CD/Cassette Deck for Onstage use (plays MP3 CDs)

Snakes: 1 X **RSX** Roadster 100' (16 inputs/4 returns)
1 X **Rapco** 100' (16 inputs/4 returns)

Miscellaneous: Various microphone stands, cables and adapters

Multi-Media Equipment

Video Projectors: 1 X **Epson** PowerLite Pro G6970WU**
WUXGA 6000 ANSI Lumen w/ the following Inputs:
VGA
HDBaseT
HDMI
DisplayPort
S Video
Video Component In (BNC – R/Pr, G/Y, B/Pb, H/HV and V)
Video Composite In (Video/Y, C)
With the following Lenses;
ELPLS07 Standard Zoom Lens
ELPLM04 Middle Throw Zoom Lens
ELPLR03 Rear Projection Lens
1 X **Sanyo** PLC-XF31N Multimedia Projector**
True XGA 5200 ANSI Lumens w/ the following Inputs:
DVI-I (Digital/Analog)
Video Component In (BNC – R/Pr, G/Y, B/Pb, H/HV and V)
Video Composite In (RCA – Video/Y, C)
With the following lenses:
LNS S03 Standard Zoom Lens
LNS W03 Short Throw Wide Angle Lens
LNS T02 Long Throw Zoom Lens
3 X **Panasonic** PT-VX400 Multimedia Projector**
True XGA 4000 ANSI Lumens w/ the following Inputs:
HDMI In
2 X VGA In
Composite Video In
S-Video In

Screen: 9' X 12" **Da-Lite** FastFold with black velour Dress Kit and Front and Rear Screen Surface
270" **Draper** Powered Screen 16:9 Format (Permanently mounted in front of Venue Main Drape)

Playback: 1 X **Denon** DN-V500BD (Blu-Ray)
1 X Custom Intel 8th Gen. Core i7 CPU (Windows 10) with PowerPoint and **ArKaos** Media Master 5

1 X **HP** Pavilion Convertible (Notebook/Tablet) Intel Pentium CPU N3520 @ 2.16GHz (Windows 10) w/ HDMI Output

Accessories:
2 X **KVM** CE-220 Console Extender (allows remote use of a monitor, keyboard, and mouse)
1 X **ADS** TV Elite XGA Scan Converter
1 X Mind Path Pocket Point RF PowerPoint controller

The venue is wired throughout with video distribution. In addition, there is a stage picture video camera with its signal routed to monitors located in the backstage dressing room corridor, Stage Left and Stage Right, Green Room, Lobby Left, Lobby Right, and the box office.

Computer Network Access

Internet access is available via hardwired Cat. 5e connection or Wi-Fi (Wi-Fi is limited to the auditorium and stage area only).

Rigging

Motorized Pipes: 3 Sets rated at 1000 pounds with controls located Stage Right

Manual Winch: 1 Set rated at 800 pounds with winch located Stage Left. *This line set is currently dedicated to electrics. It will require substantial time to strip the pipe for other uses. It must be restored to its current operating configuration at the end of any other use.*

PLEASE NOTE: Our rigging systems cannot be used to carry performers. **None** of our rigging equipment is rated to carry people. For shows where performers are to be flown (e.g. *Peter Pan*), you must use a recognized company in this field (e.g. “*Flying by Foy*” or “*ZFX Flying Effects*”) to accomplish the flying effects. **THERE ARE NO EXCEPTIONS TO THIS POLICY!**

Soft Goods:
White **Bounce (cyc)** 42’ X 26’ Dead Hung at the rear of the stage
Black Velour **Traveller** Dead Hung in front of Bounce
Black Velour **Traveller** Dead Hung at Mid Stage
10 X 8’ X 27’ Black Commando Cloth **Leg** (5 sets deployed)
1 X 10’ X 27’ Black Velour **Masking Panel**
4 X 42’ X 4’ Black Velour **Border**
1 X 30’ X 20’ Black **Sharkstooth Scrim**
Burgundy Velour **Main Drape** (Traveller with valance) Powered draw operated from Stage Right or control room. Manual operation of the curtain is possible from Stage Right and the Control Booth.

Power

Lighting: 1 X 100 Amp 3 Ø 5 Wire Disconnect with cable lugs located Stage Right

Audio: 1 X 60 Amp 3 Ø 5 Wire Disconnect with cable lugs located Stage Right

Stove Plug: 1 X 50 Amp Stove Plug Connection located in the Shipping/Receiving area (This connection is about 20 feet from the stage. There is a bulkhead pass-through to allow cables to be run to the stage area.)

PLEASE NOTE: If your production requires tying into disconnects, you must arrange a wiring inspection in advance with the **Electrical Safety Authority**. Wiring inspections are mandatory for any temporary power tie-in in Ontario.

Stage Dimensions

Proscenium Opening: 34'– 03" wide X 18'– 10" high (with a soft valance with a bottom trim of 16'– 10")

Stage Depth 29'– 08" to rear wall, 27'– 08" to face of cyc

Left and Right Wing: Stage Left = 15'– 06" SL Stage Right = 15" – 00"

Unloading & Loading

Ground level access (**NB: NO DOCK! Heavy objects will require a ramp or lift-gate**) is via a 09'– 09" X 09'– 09" door to the Shipping/Receiving area. The Shipping/Receiving area door to the stage is 07'– 06" X 07'– 06". Parking at the Stage Door/Shipping and Receiving area is reserved for Venue Staff or use by special permission only. Trucks can remain at the loading door during unloading or loading only.

Stage Equipment

2 X **Stage Manager's Lectern** with lamp
2 X **Stage Lectern** with lamp and boundary microphone
30 X 20 lb. Saddle type **sandbag**
15 X six-foot gray plastic **table**
4 X eight-foot gray plastic **table**
120 X gray plastic **Music Chair**
6 X **Manhasset** black **Music Stand** with lights

Please Note: The venue does not own any other music stands, music stand lights, or risers. Borrowing items from Newmarket High School with advance notice may be possible. Tables are shared with functions in our Front of House (lobby) area. Their use is subject to the approval of the Cultural Programmer – Performing Arts. Table Skirts and Cloths are available at a nominal charge. **

Pianos

1 X **Yamaha** C7 7' – 06" Grand Piano with adjustable Artist's Bench Tuning (at an additional charge) must be done by the NewRoads Performing Arts Centre's approved tuner.

Dressing Rooms

Two medium-sized dressing rooms (Seating 10) have clothes racks, lockers, and makeup mirrors. Both rooms have a toilet, shower, and dual sink vanities. The rooms are wired with an intercom and program sound. The rooms may be locked.

Green Room

A Green Room with a board table, seating, sink, fridge, microwave, costume racks, and a phone is available. The Green Room is wired with an intercom, program sound, and stage video.

School Rooms

Depending on the production and availability and with the prior approval of the CULTURAL PROGRAMMER – PERFORMING ARTS, use of the Music and Drama rooms at Newmarket High School may be possible.

EQUIPMENT AVAILABILITY DISCLAIMER:

This equipment list is for purposes of information only. It does not imply or provide a guarantee of the availability or suitability of a specific piece of equipment.

Please note that we try to ensure our equipment is maintained to the highest possible standard. However, please understand that this may mean a listed piece of equipment is unavailable due to repairs or maintenance. Therefore, if you require a specific piece of equipment for your production, please call us to ensure its status.

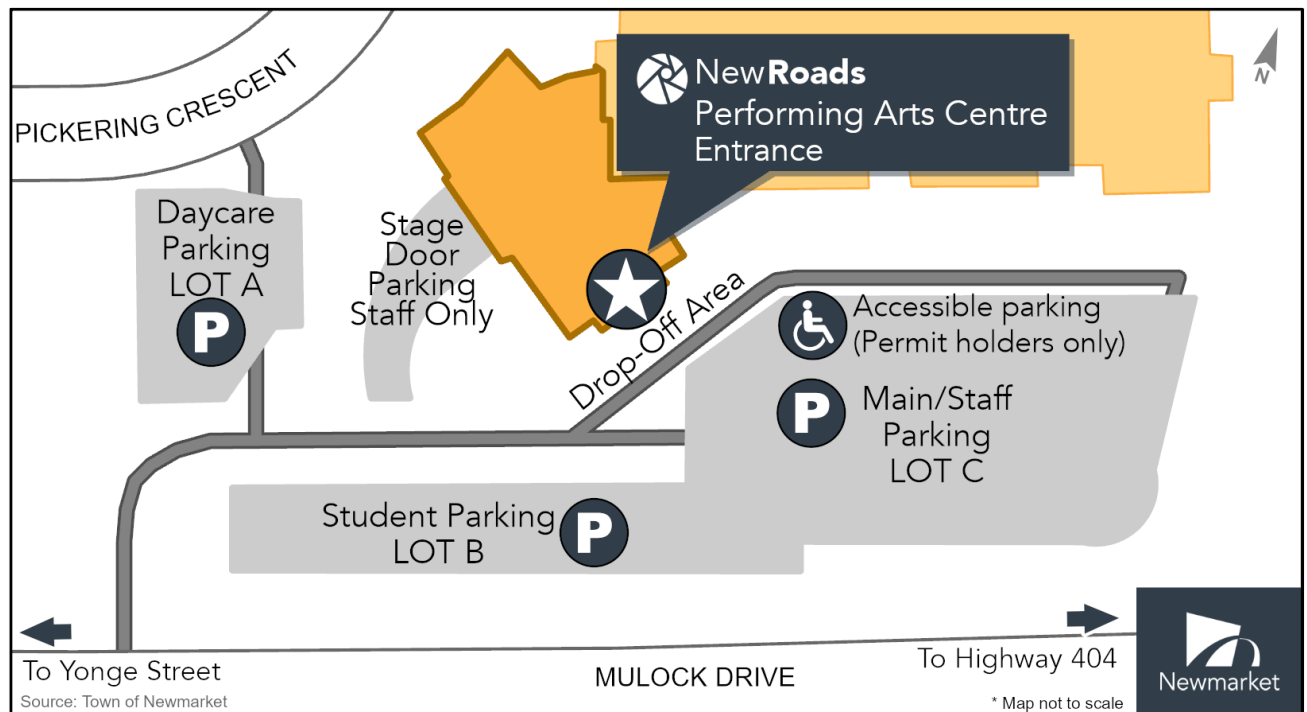
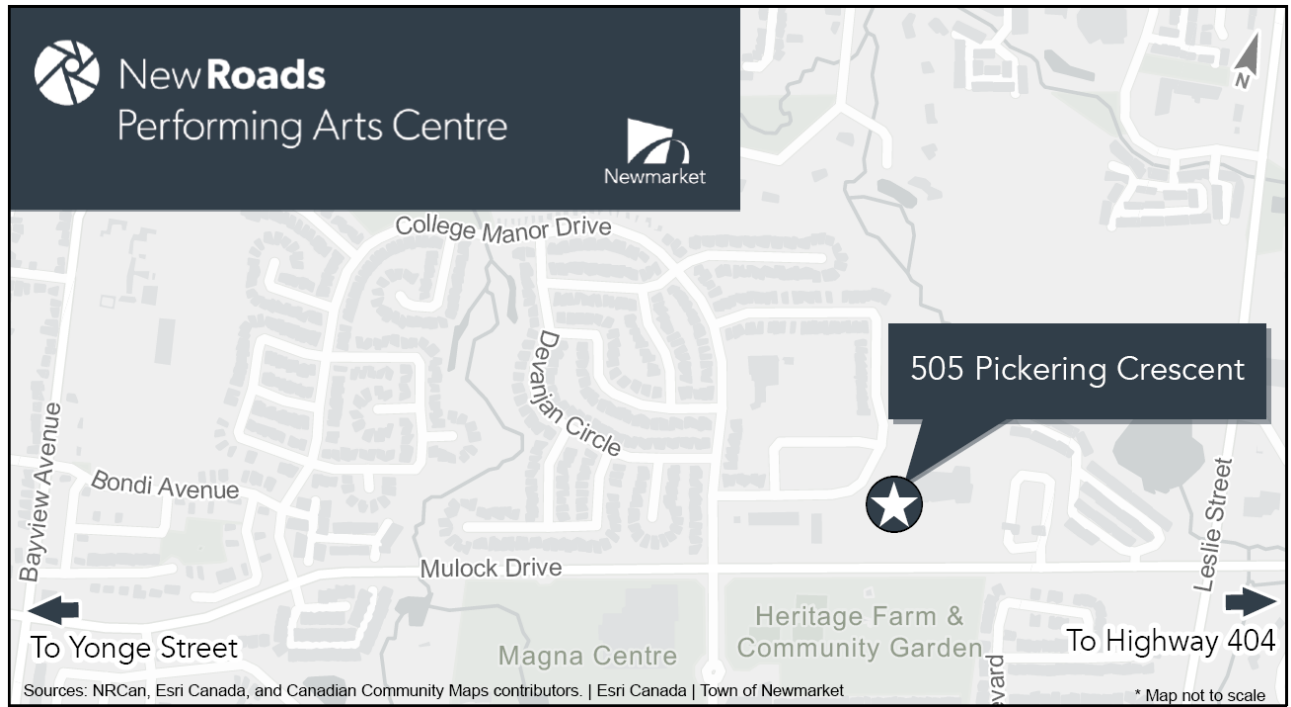
Should you have any questions regarding the equipment inventory at the NewRoads Performing Art Centre, please get in touch with Zoe Lourenco (Technical Coordinator) at (905) 955-6723 (direct), 905-953-5300 ex. 2811 (office) or zlourenco@newmarket.ca (email).

NOTE: Certain items marked “*” above, while included with the regular facility rental, may incur extra charges. The VENUE may add a fee for items that use consumables such as fog, haze or snow fluid, special lighting, or require cleaning after use.**

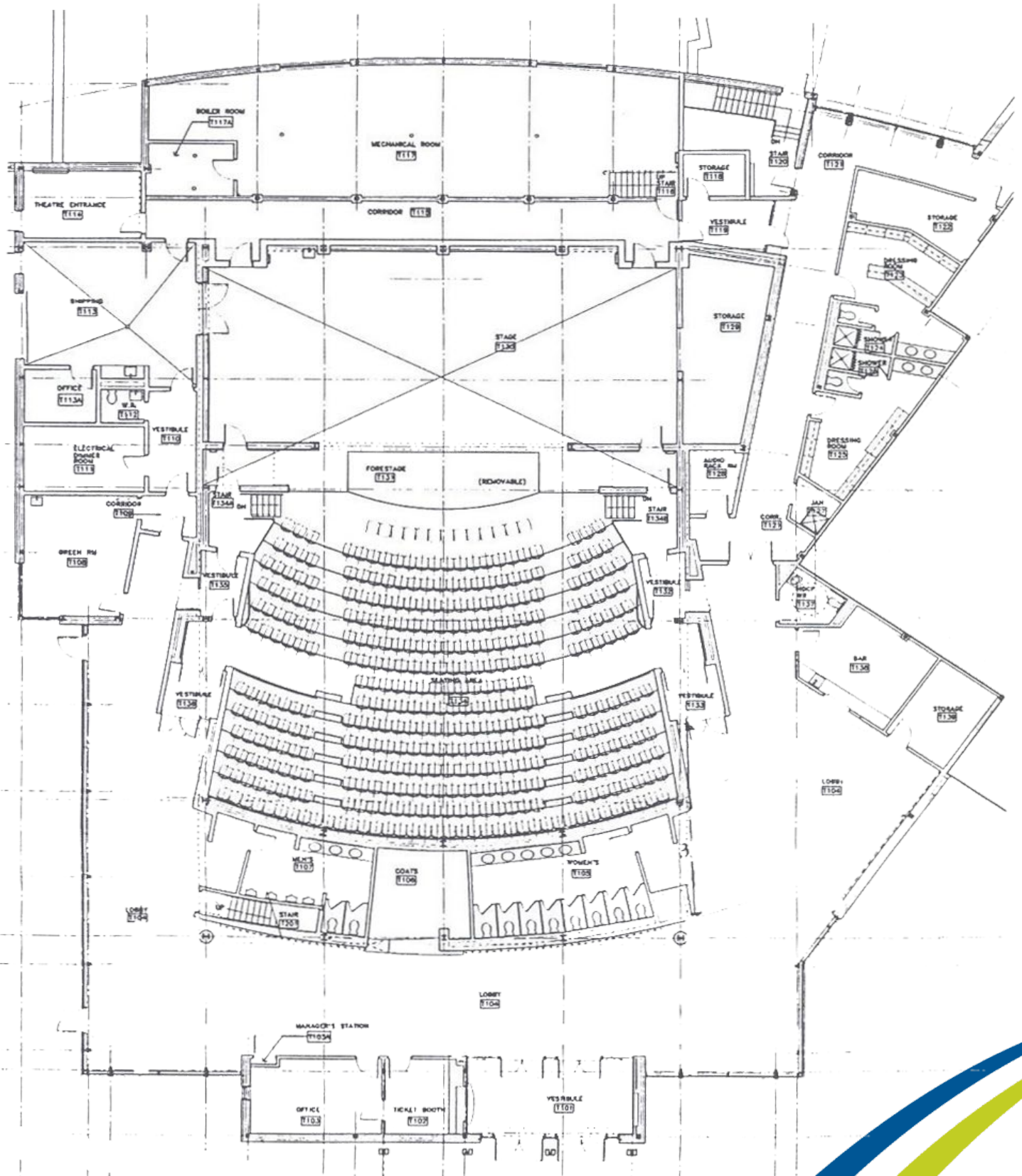
LICENSEES are reminded to check with the CULTURAL PROGRAMMER – PERFORMING ARTS or the TECHNICAL COORDINATOR to determine which items may have an extra charge applied.

This file was last updated on 01/03/2025 (ZL) – This document supersedes and makes obsolete all previous versions.

**A. – LOCATION AND PARKING MAP
(NOT TO SCALE)**



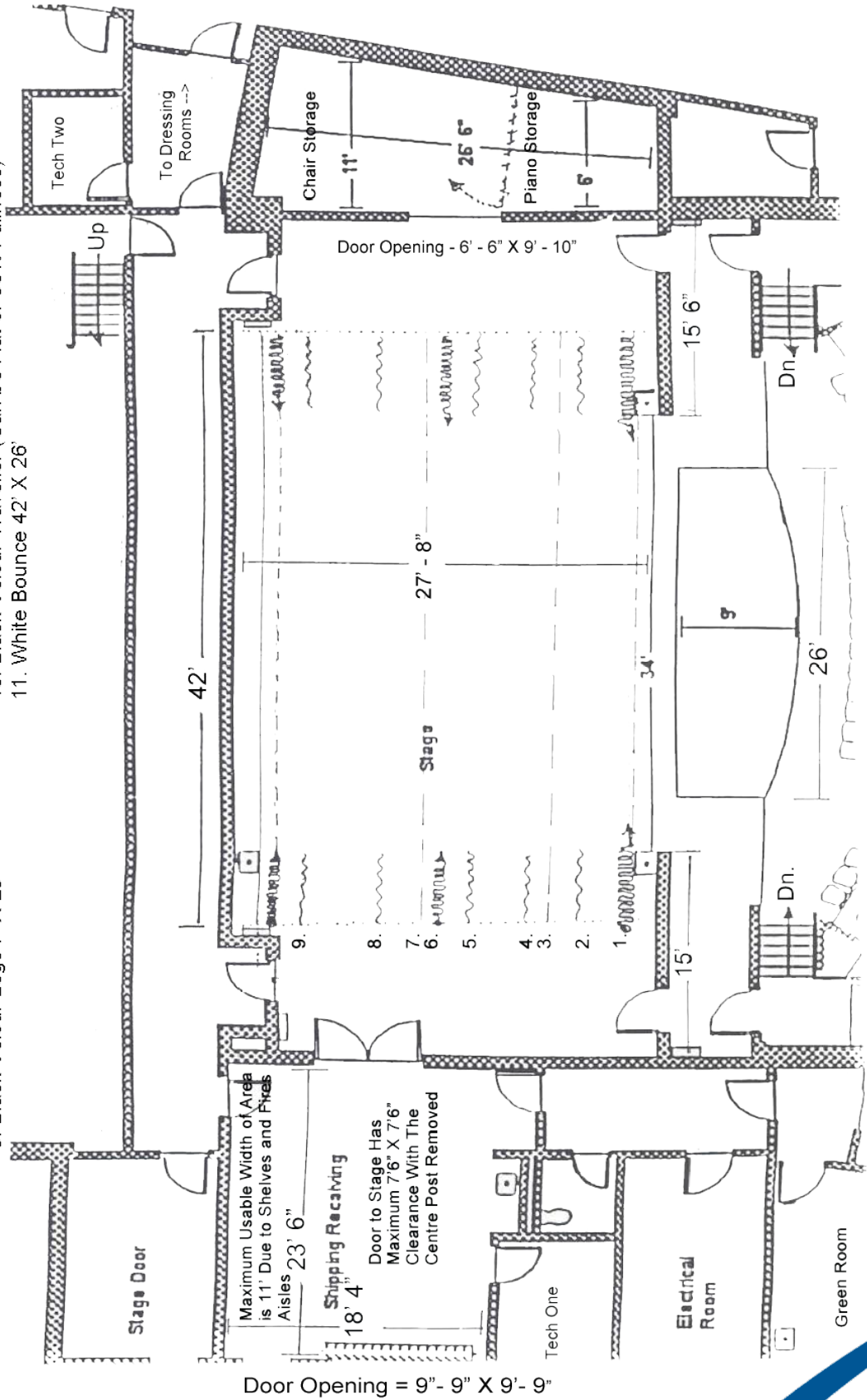
B. – BUILDING FLOOR PLAN
(NOT TO SCALE)



**C. – STAGE DIMENSIONS and DRAPERY LAYOUT
(NOT TO SCALE)**

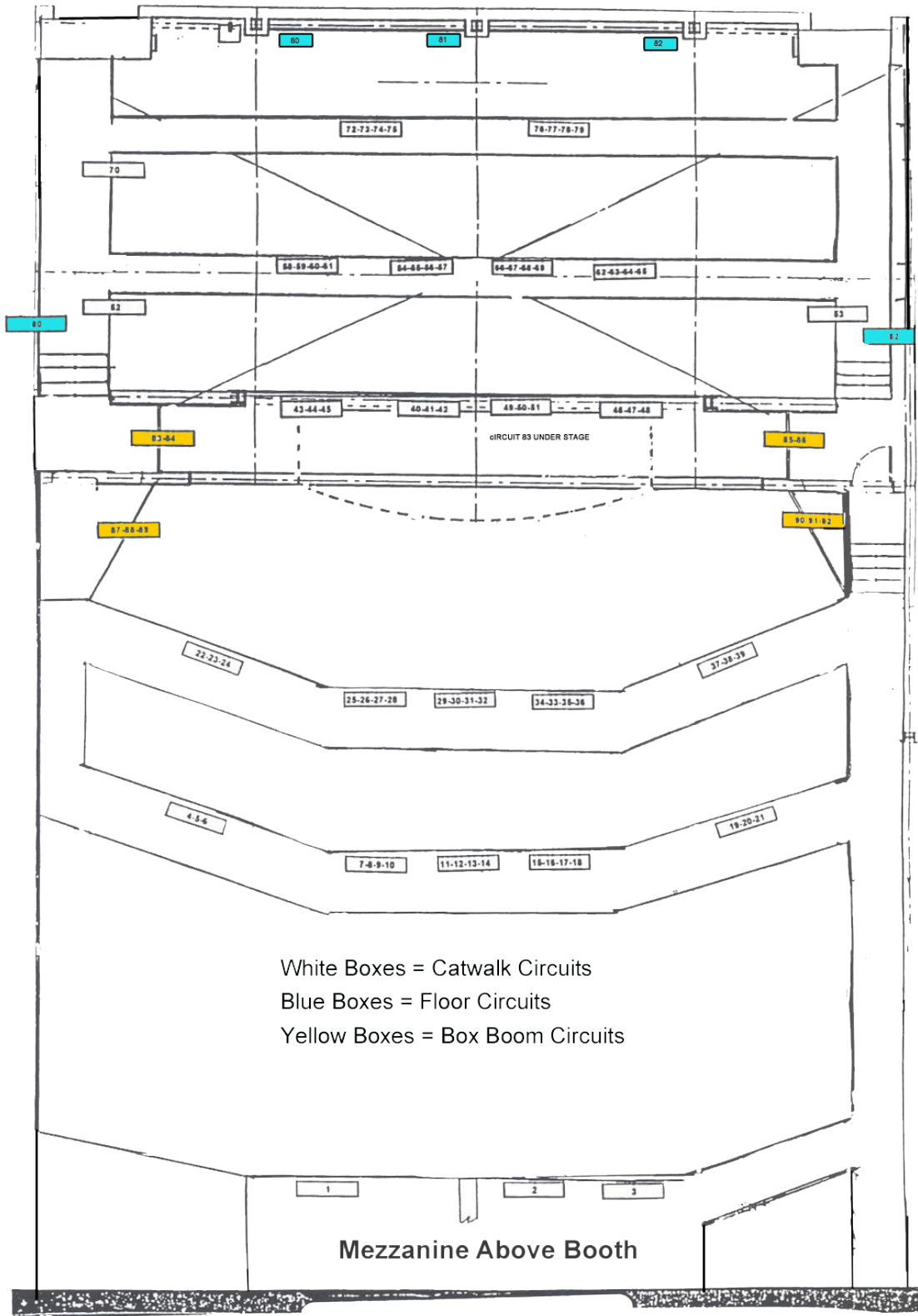
Dimensions and Drapery Layout (NOT TO SCALE)

- | | |
|-----------------------------------|--|
| 1. Wine House Velour on Traveller | 6. Black Velour Traveller (Can Be Flat or 50% Fullness) |
| 2. Black Velour Legs 7' X 23' | 7. Dead-hung Black Velour Border |
| 3. Dead-Hung Black Velour Border | 8. Black Velour Legs 7' X 23' |
| 4. Black Velour Legs 7' X 23' | 9. Black Velour Legs 7' X 23' |
| 5. Black Velour Legs 7' X 23' | 10. Black Velour Traveller (Can be Flat or 50% Fullness) |
| | 11. White Bounce 42' X 26' |



The Downstage Area of the Stage is Not Removable

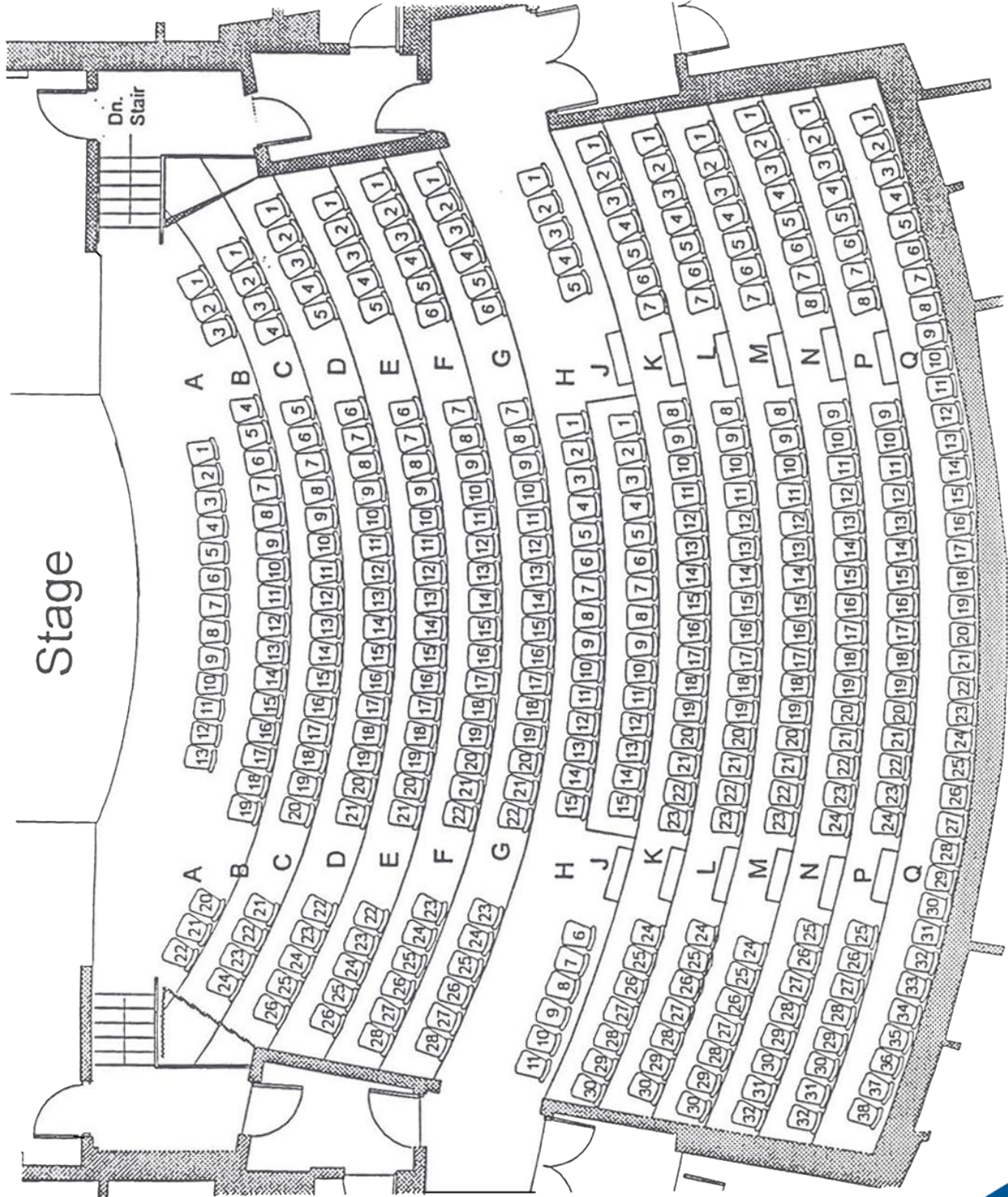
**D. – CIRCUIT LAYOUT
(NOT TO SCALE)**



White Boxes = Catwalk Circuits
 Blue Boxes = Floor Circuits
 Yellow Boxes = Box Boom Circuits

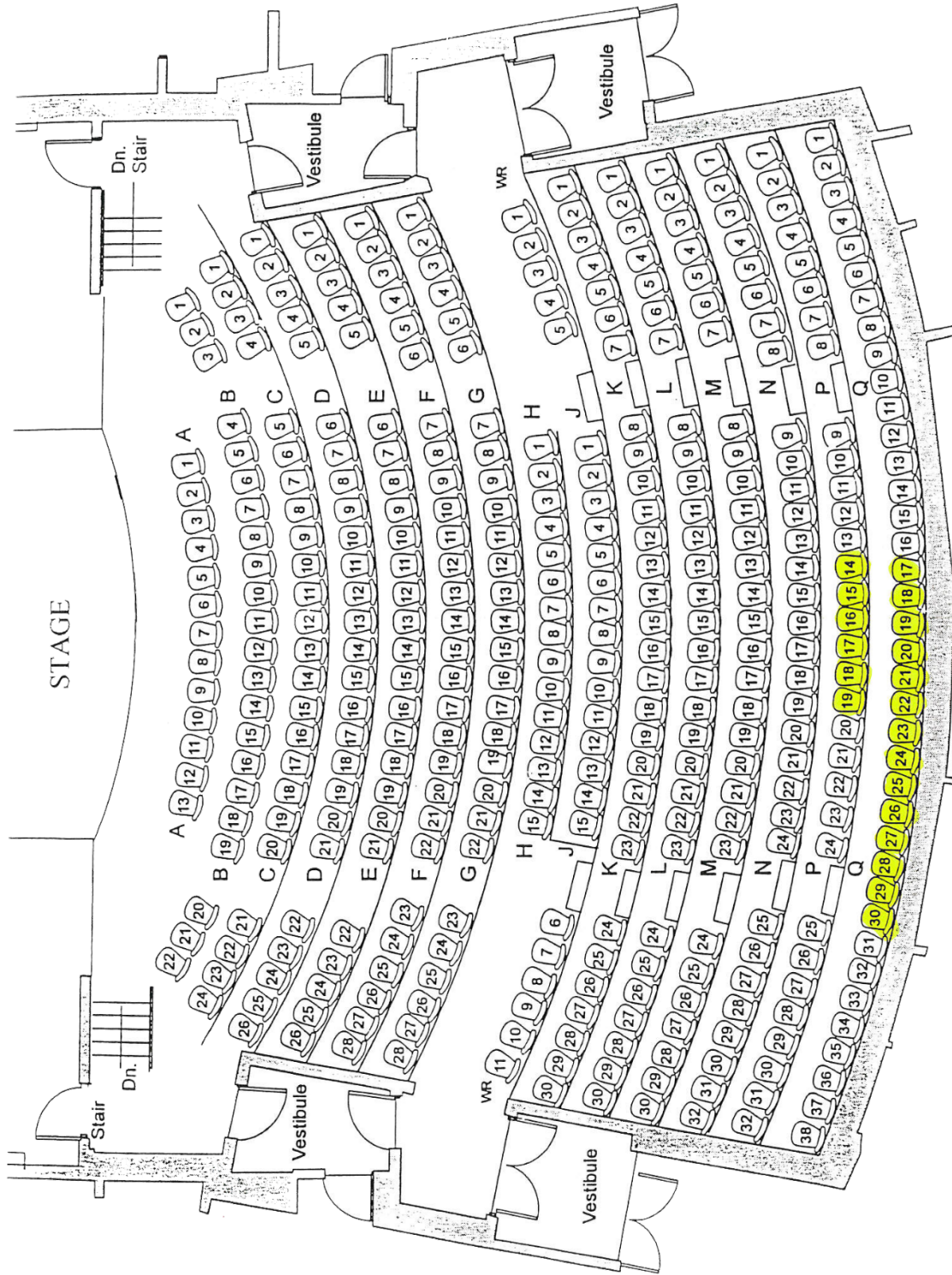
Mezzanine Above Booth

E. – SEATING PLAN
(NOT TO SCALE)

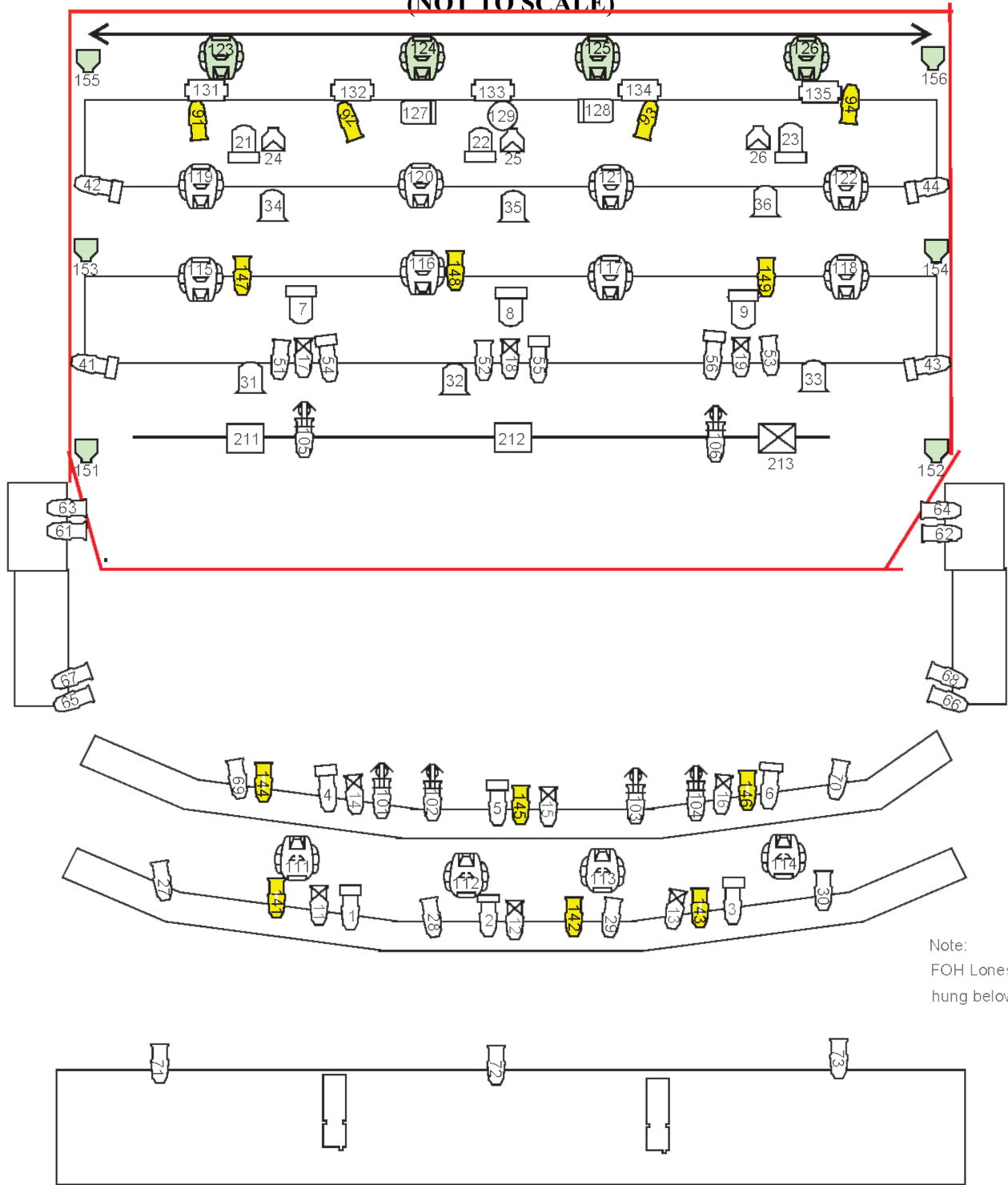


**F. – SEAT KILLS FOR AUDIO CONSOLE
(NOT TO SCALE)**

All seat kills must be arranged in advance with the BOX OFFICE and the CULTURAL PROGRAMMER – PERFORMING ARTS.



**G. - HOUSE LIGHTING PLOT
(NOT TO SCALE)**



Note:
FOH Lonestars are
hung below catwalks

Legend

| | | | |
|----------------|----------------|-----------------|----------------|
| SourceFour | Desire D40 | Projector | Color Scroller |
| SourceFour LED | RoboColour 400 | Projector (N/A) | AltmanComet |
| Fresnel Strand | Lonestar | I-Cue | Floor Unit |
| Spectr cyc 100 | Rush PAR | w Breakup Gobo | |
| | Mirror Ball | | |