

FRONT OF HOUSE and TECHNICAL QUESTIONNAIRE

505 Pickering Crescent

Newmarket, ON L3Y 8H1

Phone: (905) 953-5122 Fax: (905) 715-7237 theatretechs@newmarket.ca

Please complete this form using Adobe Acrobat or Reader on your computer. **Please do not print this form and fill it out by hand.** A properly completed form will assist us in distributing this form to our Venue staff and allow you to submit it via email. This form **MUST** be complete, and submitted **NO LATER THAN 6 WEEKS** prior to your event. **If this is impossible, or you need help completing some of this form, please contact us ASAP. We are available to help you with this form as required.**

I. CONTACT NAMES/PHONE NUMBERS

Janet Raponi – Cultural Programmer: 905 - 953 - 5300 Ext. 2842 – jraponi@newmarket.ca

Zoe Lourenco – Technical Coordinator 905 - 953 - 5300 ext. 2811 – zlourenco@newmarket.ca

Allison Flatt – Box Office Supervisor, 905 - 953 - 5300 ext. 2812 – aflatt@newmarket.ca

Online Resources – Operating and Procedures Manual and other Information – Available [ONLINE](#) at the Town of Newmarket

GROUP/LICENSEE NAME: _____

GROUP/LICENSEE MAILING ADDRESS: _____

Please designate **ONE** member of your group as the **OFFICIAL** Contact between the Venue and your group.

POSITION	Name (or Venue Staff*)	Home Phone	Cell	Email
Official Contact				
Producer/Director				
Stage Manager				
Technical Director				
Lighting Designer				
Lighting Operator				
Sound Designer				
Sound Operator				

***Rentals include ONE Venue technician, who can operate sound or lighting, but not both.** Additional technicians can be requested from the Venue at your expense (\$25.00/Hour – 4 Hour Minimum). For technically complex shows, the NewRoads Performing Arts Centre reserves the right to bring in additional technicians at your expense. **We strongly recommend that the LICENSEE discuss technical staffing requirements with the Cultural Programmer Technical Coordinator WELL IN ADVANCE OF THE EVENT.**

II. DAILY SCHEDULE FOR RENTAL PERIOD

See Manual Sections 1.9.5 and 2.6

DATE	Activity Type* *e.g. Setup Rehearsal Show	Morning Activity ¹ Start End 5 Hours Max. ²	1 Hour Tech Meal Break	Activity Type* *e.g. Setup Rehearsal Show	Afternoon Activity ¹ Start End 5 Hours Max. ²	1 Hour Tech Meal Break	Activity Type* *e.g. Setup Rehearsal Show	Evening Activity ¹ Start End ³
			BREAK			BREAK		
			BREAK			BREAK		
			BREAK			BREAK		
			BREAK			BREAK		
			BREAK			BREAK		
			BREAK			BREAK		
			BREAK			BREAK		

NOTE: This schedule **MUST** be completed for each day you are in the Venue to properly staff your event.

IF MORE SPACE IS REQUIRED, PLEASE SUBMIT A SCHEDULE VIA EMAIL FOLLOWING THE ABOVE FORMAT.

Please submit to TheatreTechs@newmarket.ca

¹If the scheduled activity is a performance, please list the cast and crew call time (not the show time) as the Start Time. ²In general, 1-hour meal breaks MUST be scheduled every 4-5 hours. See Manual for Technical Breaks information (Manual Section 2.6). Meal Breaks do not need to be scheduled for single performance-only dates. ³The times specified must not exceed your "Contract End Time." For example, your end time should be when your group has cleaned up and EXITED the building (Manual Section 1.9.5).

NOTE: For days with more than 1 show there must be a MINIMUM of 2 HOURS between performances to allow for cleaning venue turnover.

Note: The schedule submitted will be used to determine staff coverage for your event. Please provide as much information as possible in your schedule to allow accurate staff scheduling. Should, in the opinion of the Technical Coordinator, technical requirements exceed the abilities of a single technician in the time allotted; the NewRoads Performing Arts Centre reserves the right to bring in additional technicians at the expense of the licensee. **PLEASE NOTE:** Venue Staff MUST be present whenever user group personnel are in the building.

Note: If there are any changes to this information before your event, please contact the Venue's Technical Coordinator. **Please Note:** The times submitted in this schedule will apply to your use of the facility. If the times above exceed the contracted times, then only the contracted times will apply, unless the licensee agrees, in writing, to pay for additional rental time.

Changes to this schedule must be made in writing at least 24 hours in advance of any change.

Emergency schedule changes will be approved at the sole discretion of the Cultural Programmer or designate.

III. PRODUCTION INFORMATION

Please Note: In general, an intermission should be scheduled for any performance running more than 90 minutes. Exceptions may be made in exceptional circumstances. Intermissions will be at least 15 minutes in length and may run longer at the discretion of the Front of House Manager.

1. Show Details: Length: _____ Number of Acts: _____ Number of Performers: _____

2. Anticipated Audience Attendance Per Performance: _____

Note: Performers seated in the auditorium during the performance MUST have a paid or complimentary ticket unless they are performing onstage and do not leave the auditorium during the show.

3. Will performers be seated in the auditorium? ☐ No ☐ Yes

- If Yes, Number of Seats/Tickets Required Per Performance _____

4. Are Photography and/or Video permitted during the performance? ☐ No ☐ Yes

- If Yes, what is permitted? ☐ Photos with flash ☐ Photos without flash ☐ Video

5. Would you like the steps which are built into the stage open or covered ☐ Open ☐ Covered

- Would you like railings on the stairs ☐ Yes ☐ No

6. Are seats required in the Venue for a Sound Console, Photographer or Videographer? ☐ No ☐ Yes

- If Yes, will you require seats for: ☐ Sound Console ☐ Photographer ☐ Videographer

Note: Photographers/Videographers are not permitted to block aisles or exits. Their placement is at the discretion of Venue Staff. It is recommended that Row P, Seats 16 – 19 and Row Q, Seats 19 – 21 be reserved for photographers/videographers. Sound consoles will require Row P, Seats 14 – 19 and Row Q, Seats 17 – 30.

Details: _____

7. Are Seats/Desks required for Adjudicators/Judges/Reviewers? ☐ No ☐ Yes

- If Yes, number of: Seats _____ Desks _____ (2 Desks Available. Each desk requires 2 rows of 3 seats)

Details: _____

8. Will your cast require High School Rooms (Drama Room or Music Room)? ☐ No ☐ Yes

Available weekdays after 6pm and weekends 8am-11pm

Details: _____

Please Note: The use of any rooms in Newmarket High must be arranged in advance and is not guaranteed.
Food and Drink are PROHIBITED in the school's rooms. See page 23 of Manual.

Adult Supervision is required AT ALL TIMES in the school's rooms!

IV. BOX OFFICE TICKET INFORMATION

See Section 5 of Manual

ATTENTION: Due to the continuing rise in the number of mobility impaired guests user groups **CANNOT** use the box seats during any performance

Please Note: A \$2.00 CIF fee applies to every ticket sold. If you choose to sell your own tickets the CIF fee will be charged for a Full House (ie. 400 seats sold)

Ticket Information:

Event Title: (As it should appear on tickets and online at NewTix.ca – Maximum 60 characters including spaces)

Performance Date(s): _____

Performance Time(s): _____

Please use the form below to list ticket prices for various age groups and provide other information as listed.

Adult	Senior	Student	Child <12	Group	Other	Subscription Series? ☐ No ☐ Yes	Subscriber
\$	\$	\$	\$	\$	\$	Additional Subscription or Discount Info:	\$
Is the tax included in ticket price? ☐ No ☐ Yes ☐ Organization is Tax Exempt Tickets should be available Online: ☐ No ☐ Yes Start date for online sales: _____ For which age group(s) is your presentation suitable? ☐ under 12 ☐ 12-17 ☐ 18 and over						Production Contains Mature Themes? ☐ No ☐ Yes	

Please Note: The NewRoads Performing Arts Centre has changed its HST Policy. The Venue will no longer remit HST on behalf of the Licensee. Instead, post-production accounting will provide the net amount of ticket sales (after Venue Expenses), including HST. Each Licensee will be responsible for remitting HST on their sales.

In the box below, please provide a description of your event to appear on NewTix.ca and assist our box office staff in answering inquiries (1200 Characters maximum). If you need more space than this form allows, please email your event details to aflatt@newmarket.ca.

Please Note: The Venue has an official policy on Complimentary Tickets (Comps): Only the designated OFFICIAL CONTACT can request Complimentary Tickets. Please note that CIF charges will be applied to Comp Tickets. You can request additional complimentary tickets up until doors have opened to the public on show day. However, complimentary tickets should be arranged in advance with Allison Flatt Box Office and Volunteer Coordinator. If you have questions regarding comp tickets, contact aflatt@newmarket.ca.

Note: NewRoads Performing Arts Center reserves the option and right to retain up to 10 complimentary tickets per performance.

Please indicate if comps are required:

Date: _____ Quantity: _____ Row Preference: _____
Date: _____ Quantity: _____ Row Preference: _____
Date: _____ Quantity: _____ Row Preference: _____

V. FRONT OF HOUSE INFORMATION

See Section 5 of Manual

1. Will your group be using Lobby displays? ☐ No ☐ Yes

Do you require tables for displays? ☐ No ☐ Yes

- If Yes, Number of Tables: _____

Details: _____

2. Will your group require Registration tables? ☐ No ☐ Yes

- If Yes, Number of Tables: _____ Time of Registration: _____

Details: _____

3. Will your group require Souvenir/Merchandise table(s)? ☐ No ☐ Yes

- If Yes, Number of Tables: _____

Please Note: A 10% commission on gross sales will be payable to the venue at the end of any event where merchandise is sold by the Licensee in the venue lobby. The Licensee **must** provide their own seller for any

Details: _____

4. Will you have a Reception? ☐ No ☐ Yes

- If Yes, Time of Reception: _____

Details: _____

Note: If tablecloths are required, they must be supplied by the Licensee.

VI. RECEPTION & CATERING SERVICES

See Section 4 of Manual

Note: The lobby can accommodate up to 150 patrons at tables for dinner theatre. The Venue has only a minimal preparation area. Caterers should visit the site before an event. The Venue must approve all Caterers. The Venue provides bar services. In some circumstances, special arrangements may be made. The user group/licensee must obtain a special occasion permit in these cases. All bar staff must be Ontario Smart Serve® certified.

1. Is this a dinner theatre/catered event? ☐ No ☐ Yes

- If Yes, Number Attending: _____

2. Name of Caterer: _____

3. Phone: _____ Cell: _____ Email: _____

4. Will alcoholic beverages be served? ☐ Spirits ☐ Wine ☐ Beer

5. Will this be a sale license? ☐ No ☐ Yes

6. Will this be a no-sale reception? ☐ No ☐ Yes

VII. LIGHTING, MULTIMEDIA AND SPECIAL EFFECTS

Equipment List: Page 28 of Manual

If you have any questions or concerns regarding your event's technical requirements, don't hesitate to get in touch with the Venue Technical Coordinator Zoe Lourenco (905) 953-5300 ext 2811 - zlourenco@newmarket.ca) or the Cultural Programmer Janet Raponi (905) 953-5300 ext. 2842 - jraponi@newmarket.ca)

Detailed information, including stage diagrams and lighting and sound equipment inventory, can be found ONLINE

Please Note: The Venue has a multipurpose house lighting plot. This plot may be reconfigured to meet the needs of your production, but any changes must be made during your scheduled time in the Venue and must be reverted to the house plot before your group leaves the Venue. Reconfiguring and reverting the lighting plot are not a part of the regular duties of the Venue's technicians during a rental. Labour to reconfigure and revert the Venue's lighting plot must be supplied, or paid for, by the licensee. The catwalk areas and lighting system may only be used with the approval of the Venue Technical Coordinator or Venue Technical Crew.

1. Will you have your own lighting plot/cue list? ☐ No ☐ Yes (Please submit a copy to Venue)

2. During show, Venue Staff is to operate: ☐ Sound ☐ Lighting ☐ Neither (i.e., Staff to supervise only)

Note: You must be a minimum 14 Years of age to be in the booth. Licensees may only go into catwalks with express permission from Technical Coordinator. A Venue Technician MUST be present AT ALL TIMES when using venue equipment.

3. Will you require Follow Spots (2 available)? ☐ No ☐ Yes

- If Yes, Number: _____ Operators supplied by: ☐ Licensee ☐ Venue (\$25.00/hour – 4 Hour Min.)

Details: _____

Please Note: Any equipment brought into the Venue MUST be approved by CSA, C-UL, or other recognized authority and MUST be approved for use by the Venue Staff. If you are renting equipment, please contact the Venue for a list of recommended suppliers. The Venue utilizes 120v 60 Hz AC power.

1. Will you require a projector for multimedia/PowerPoint/video presentation? ☐ No ☐ Yes

Details: _____

The NewRoads Performing Arts Centre has a variety of video screen and projector options. These options include standard (4:3) and HD (16:9) formats. Unfortunately, we can only project media compatible with our media servers. Please get in touch with us ahead of time to confirm compatibility. Images (e.g., Logos and Pictures) should be of high quality and have a minimum size of 1024x768. Media content should be submitted in advance to be checked for proper operation.

The Licensee is responsible for all usage rights, approvals and licensing for video used in their production.

Are you planning on using (Check all that apply):

☐ Strobe Lights ☐ Black Lights ☐ Firearms (including replicas) ☐ Bladed Weapons ☐ Open Flames ☐ Practical Fireplace ☐ Stage fighting ☐ Stage Fog/Haze ☐ Dry Ice ☐ Pyrotechnics

Details: _____

PLEASE NOTE: specialty equipment (ie. fog/haze/snow machines) may carry an additional charge for use

PYROTECHNICS & SPECIAL EFFECTS NOTICE: All pyrotechnic effects must comply with strict federal and local regulations. These regulations apply to all pyrotechnic effects, even simple flash or smoke pots. If your production includes pyrotechnics, please contact the Venue Technical Coordinator zlourenco@newmarket.ca as soon as possible.

2. Is there any other information regarding your event that Venue staff should know?

Details: _____

VII. SOUND

Equipment list: Page 28 of Manual

Note: It is strongly suggested that any audio used for your production be submitted in digital format (.mp3 .wav .wma). Volume levels of all tracks should be normalized. Audio files should NOT be on an iPod or iPhone Sound must be operated from the control booth unless otherwise arranged. If you are renting audio equipment for your production, please contact the Venue for a list of recommended suppliers.

The Licensee is responsible for ALL usage rights, approvals, and licensing for all audio used in their production.

NOTE: You are required to submit a copy of your license to us BEFORE your show.

1. Will you be bringing in additional sound equipment? ☐ No ☐ Yes

Details: _____

2. Will you hook up your system to the house audio system? ☐ No ☐ Yes (including laptops playing music)

Details: _____

3. Will you have music to be played through the house system? ☐ No ☐ Yes

Details: _____

4. Will you require Podium(s) for an MC or speaker (2 available)? ☐ No ☐ Yes

- If Yes, Number: _____ (podiums have microphones in them)

Details: _____

5. Will you need wired microphones from the Venue inventory? ☐ No ☐ Yes

- If Yes, Number: _____ (See Equipment List on Page 29 of Manual for Inventory Available)

Details: _____

6. Are Wireless Mics/Lapel Mics required (16 available)? ☐ No ☐ Yes

- If Yes, Number: _____

Details: _____

Please contact the Venue for recommendations on frequency selection for rentals if you require more than 16 wireless microphones for your production. To avoid interference with the Venue's microphones, **DO NOT rent microphones that utilize the frequency range between 520 - 576 MHz! This is Sennheiser's R1-6 Range.**

7. BANDS & LIVE MUSIC ACTS: Please send us a stage plot and input list of your expected setup.

VIII. STAGING Stage Dimensions pg 33; Floor, Stage, & Venue Plans pgs.35-41 of Manual

Note: The NewRoads Performing Art Centre does not have staging sections, risers, or choral risers.

Note: Any scenic elements – even small banners – that hang above the stage may interfere with lighting. We recommend you meet with the Venue's technicians to minimize the impact of such elements on other aspects of your production.

Please Note: If possible, please forward a stage or scene plot to the Venue in advance of your arrival.

1. Will you have set pieces, signs/banners or décor that must be rigged above the stage? ☐ No ☐ Yes

Details: _____

2. Will you require: ☐ Grand Piano (\$25.00 fee) ☐ Tables – Number: _____ ☐ Chairs - Number: _____

If using the Grand Piano, would you like the piano tuned? A Minimum \$175.00 Charge will apply.* ☐ No ☐ Yes

*User Groups must use a Piano Tuner approved by the Venue. Tuning charges vary and are higher on weekends.

3. Will you have a set? ☐ No ☐ Yes

Details: _____

Note: All sets must have jacks/supports that use sand bags or other approved weights. Drilling or Screwing into the stage floor is strictly prohibited! **There are NO exceptions to this policy!**

Please Note: Set pieces and large props MUST be carried or rolled, NOT dragged across the stage. **Set pieces must be equipped with casters. This includes any flats that are moved during the performance.** Adequate crew must be provided to protect the stage area. Any damage will be charged back to the user group. (1.9.4 in the manual)

Please list any other requirements for your staging setup:

Signature required on next page.

IX. FORM SUBMISSION INFORMATION

Do you have banking information on file with us? No Yes
if Yes, has your banking information changed since your last event with us? No Yes

Note: if you are unsure whether your information is correct please contact **Allison Flatt** [(905-953-5300 ext. 2812) or aflatt@newmarket.ca] to confirm or update your information.

This form was completed by: _____

Position with User Group: _____

Phone Number: _____ Email: _____

Date Submitted: _____

By signing this form, I acknowledge the information submitted is correct and forms a binding portion of our contract:

Signature: _____

Zoe Lourenco last edited this form on February 25, 2025 – It supersedes any other form. NewRoads Performing Arts Centre, 505 Pickering Crescent, Newmarket, ON L3Y 8H1 (905) 953-5300 ext. 2811

To submit this form, please save it to a location on your computer that is easy to remember (e.g., Your Desktop). You may then submit this form to the NewRoads Performing Arts Centre as an email attachment. Please send this form to TheatreTechs@Newmarket.ca. Thanks!