

Mississauga Meadowvale Theatre 2017

Rules and Procedures

The Meadowvale Theatre is owned and operated by the Corporation of the City of Mississauga.

Please read the following Rules and Procedures, which provide detailed requirements for use of the Meadowvale Theatre, and form an integral and adjunct part of the Terms and Conditions of the Facilities Rental Contract. If you have questions regarding the Rules and Procedures, please contact the Meadowvale Theatre Supervisor.

In this Rules and Procedures document:

“The City” refers to the Corporation of the City of Mississauga

“The Event” refers to the function for which the Rental Contract is issued

“The Facility” refers to the Meadowvale Theatre

“The Manager” refers to the Manager, Meadowvale Theatre

“The Rental Contract” refers to the Facilities Rental Contract for rental of the Meadowvale Theatre including any of the public or rentable spaces within Meadowvale Theatre

“The Requestor” is the person or entity requesting permission for use of the Meadowvale Theatre and is the Rental Contract holder as set out in the Rental Contract.

Amendments to the Rules and Procedures

Meadowvale Theatre reserves the right, in its sole discretion, to amend these Rules and Procedures at any time by posting the updated Rules and Procedures on this page. The amended Rules and Procedures shall automatically replace the existing Rules and Procedures and becomes the new binding document.

As of: 2017/12/04

Version: 1.0

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1. FACILITY RENTAL SPACES AND AMENITIES

The following is an overview of the rental spaces and amenities available at Meadowvale Theatre:

Lobby									
Lobby	<ul style="list-style-type: none"> • 3,350 square feet with a capacity of 305 people • Open concept lobby with flexible seating arrangements • Licensed Concession area that is open during select events • Piano 								
Theatre									
Stage	<ul style="list-style-type: none"> • 3,566 square feet with a capacity of 236 people • 40 foot Proscenium opening stage with an apron and sprung floor 								
Orchestra Pit	<ul style="list-style-type: none"> • 510 square feet / located under the stage 								
Auditorium	<ul style="list-style-type: none"> • 395 seats including 12 accessible seats • 7 stairs to access balcony seating with an additional 12 stairs to the top of the balcony • 7 stairs from the entrance of the auditorium to the front row 								
Rehearsal Hall	<ul style="list-style-type: none"> • 1,089 square feet • Sprung floor with sound resistant walls • Flexible setup of tables and chairs • Audio connected to Auditorium • Capacity 80 								
Green Room	<ul style="list-style-type: none"> • 308 square feet with 1 table, 1 dining bench, 2 stools, and 1 lounge chair • Whiteboard with dry erase markers • Microwave / fridge with freezer / glassware / dishes / cutlery / sink / counter space 								
Dressing Rooms	<ul style="list-style-type: none"> • Four dressing rooms in total: <table border="1"> <tr> <td>Dressing Room 1</td><td> <ul style="list-style-type: none"> • 518 square feet / 11 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks </td></tr> <tr> <td>Dressing Room 2</td><td> <ul style="list-style-type: none"> • 325 square feet / 7 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks </td></tr> <tr> <td>Dressing Room 3</td><td> <ul style="list-style-type: none"> • 574 square feet / 12 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks • located on 2nd floor of facility </td></tr> <tr> <td>Dressing Room 4</td><td> <ul style="list-style-type: none"> • 416 square feet / 10 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks • located on 2nd floor of facility </td></tr> </table> 	Dressing Room 1	<ul style="list-style-type: none"> • 518 square feet / 11 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks 	Dressing Room 2	<ul style="list-style-type: none"> • 325 square feet / 7 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks 	Dressing Room 3	<ul style="list-style-type: none"> • 574 square feet / 12 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks • located on 2nd floor of facility 	Dressing Room 4	<ul style="list-style-type: none"> • 416 square feet / 10 mirrors with makeup lights • 1 washroom / 1 shower / 2 sinks • located on 2nd floor of facility
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Loading Dock / Workshop	<ul style="list-style-type: none"> • 1,050 square feet 								

Public Washrooms	
Public Washrooms	<p>Located in the Lobby</p> <p>Women:</p> <ul style="list-style-type: none">• 6 stalls in total including 1 accessible stall• 4 sinks• Baby change table <p>Men:</p> <ul style="list-style-type: none">• 1 stall and 2 urinals• 3 sinks• Baby change table

2. BOOKING PROCESS

(Meadowvale Theatre Administration office is open Monday to Friday from 8:30am to 4pm.)

2.1 Tour the facility

A tour can be arranged with the Meadowvale Theatre Supervisor by emailing meadowvale.theatre@mississauga.ca. We will respond to your request within three business days.

2.2 Request for Estimate Form (RFE)

In order to provide an accurate estimate for your event the Meadowvale Theatre Supervisor will send via email a ***Request for Estimate Form***. It is required that the form be accurately filled out electronically and submitted via email to the Meadowvale Theatre Supervisor.

2.3 Estimate

Once the RFE form is received, the Meadowvale Theatre Supervisor will provide an estimated cost for your event within 10 business days. Once the Requestor accepts the estimate quotation, a Rental Contract will be prepared. The final invoice will reflect the actual, not the estimated costs.

2.4 Rental Contract

The Rental Contract is a legal agreement between Meadowvale Theatre and the Requestor. The contract will be emailed within 10 business days of receiving the estimate quotation approval. This contract contains important information about the use of the Meadowvale Theatre. Requestors are encouraged to review the contract in its entirety and direct any questions to the Meadowvale Theatre Supervisor in advance of signing.

In order to confirm your booking, Customer Service Centre on behalf of Meadowvale Theatre requires:

- Non-Refundable Deposit
- Signature on the Rental Contract

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2.4.1 Insurance

Event Insurance in the amount of at least \$2 million is required for all events at Meadowvale Theatre and \$5 million for events with high risk. Proof of insurance must be submitted 30 days prior to the event on the [City's template](#). Event Insurance is available through the City of Mississauga's insurance provider which can be found [here](#) on the City's Webpage.

Refer to the "Liability & Insurance" section of the Terms and Conditions of the Rental Contract for additional details.

2.5 Additional Site Visits

One additional site visit may be requested with the Meadowvale Theatre Supervisor to review Front of House requirements as well as a meeting with the Technical Supervisor to discuss your technical requirements.

2.6 Forms and Materials

These forms will be sent to you once the Rental Contract has been signed.

- **Technical Form** – due 6 weeks prior to the first performance date
- **Marketing Materials** – due 6 weeks prior to the ticket sale date

2.7 Cancellations

The Requestor may cancel the Event at any time subject to the terms specified in the Rental Contract. However, initial deposits are non-refundable and if the City receives notice of cancellation less than 30 days prior to the reserved date for the rental, the Requestor shall pay 100% of the estimated rental fees. Refer to the "Payment and Cancellations" section of the Rental Contract Terms and Conditions for additional information.

3. COMPLIANCE

3.1 Compliance with Laws

Requestors understand and agree to the following:

- The Requestor and the Event must not endorse views and ideas that, in the sole opinion of the City, promote discrimination, contempt or hatred for any person on the basis of the protected grounds defined in the [Ontario Human Rights Code, as amended](#)
- Requestors must comply with the City's [Respectful Workplace Policy \(01-03-04\)](#) and the [City's Respectful Workplace Statement of Commitment](#); no form of discrimination, harassment, or bullying will be tolerated
- The Requestor and the Event must not conflict with the [City's Values](#); and must not adversely impact the City's identity
- The Requestor must comply with all applicable laws, regulations, by-laws, policies, rules and other requirements that may apply to the use of the Facility and the Event.

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The City will not provide public spaces and facilities within its jurisdiction to any person that fails to meet these requirements. See the “Observance of Laws” section of the Terms and Conditions of the Rental Contract for additional details.

3.2 Smoking ([SMOKING BY-LAW 94-14](#))

Pursuant to the Smoking By-laws for the City of Mississauga and the Regional Municipality of Peel, respectively, smoking is not permitted anywhere on the Facility premises or within nine (9) metres of any Facility entrance.

3.3 Accessibility

The Requestor must provide an accessible environment for all visitors to the Event, including designated viewing areas and pathways to accommodate people with disabilities.

For additional information, please refer to the [Accessibility for Ontarians with Disabilities Act](#) or contact the Meadowvale Theatre Supervisor.

4. BOX OFFICE SERVICES

4.1 Box Office

The Box Office is located at the main entrance to the Theatre and is open from 12:00pm to 3:00 pm., Monday to Saturday from September to June (except on holidays, holiday weekends and seasonal down times). Experienced and professional staff sell tickets in-person and over the phone at 905-615-4720 ext. 2588. Online sales are available 24 hours, seven days a week at [mtix.ca](#).

If tickets are sold through Meadowvale Theatre Box Office, the Box Office is open 90 minutes prior to show time and remains open for 30 minutes after show time.

4.2 Ticket Sales

Tickets may be sold through Meadowvale Theatre Box Office or can be sold by the Requestor. Reserved or General Seating is available. All ticket information must be filled out in the Request for Estimate form.

Meadowvale Theatre Box Office will supply its own ticket stock and ticket envelopes for all tickets sold through the Meadowvale Theatre Box Office.

Requestors that would like to sell tickets themselves (i.e. not using the Box Office services) must also fill out the Request for Estimate Form. All tickets must be printed through the Theatre Box Office and all tickets will be scanned at entry on the day of the event. The Requestor must keep track of the tickets they sell and are responsible for all money collected. Community Access Fund and ticket printing fees will be applied to the final invoice.

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4.2.1 Print At Home Tickets

Print At Home tickets are offered for all performances. This is an electronic delivery method by which tickets are emailed to the customer directly and immediately after the purchase. Patrons print tickets at home and bring to the event to be scanned at entry.

4.2.2 Mobile Tickets

Mobile tickets are offered for all performances. This is an electronic delivery method by which tickets are emailed directly to the customer's mobile device immediately after purchase. Mobile tickets are scanned directly from a mobile device at entry.

4.2.3 Ticket Fees

All prices and amounts are in Canadian dollars and all tickets can be purchased over the phone, in person or online. Over the phone, online and in person purchases have a \$1.50, plus HST, Community Access Fund fee per ticket applied. Tickets purchased online have an additional \$2.00, plus HST online service fee per ticket or per subscription applied. For requestors not utilizing box office services, a printing fee will be charged on the final invoice of \$0.20 for every ticket printed. For requestors utilizing box office services, a 7% commission will be charged on gross ticket sales.

4.2.4 Ticket Holder Policies

All ticket sales are final. All events, programs, artists, times and dates may be subject to change. The ticket holder takes full responsibility for any incidental risks before, during or after the event and if they are not able to attend the event. All individuals, including babes in arms, require a ticket to gain entry to ticketed events.

4.2.5 Ticket Exchanges

Ticket exchanges may only be made for another performance of the same event. Exchanges must be made with the Box Office at least 48 hours prior to the date shown on the original ticket and are subject to availability. An exchange fee per ticket of \$1.41 will be applied.

4.2.6 Refunds

All ticket sales are final. A full refund of the purchase price may be given for cancelled events in accordance with the Rental Contract. Postponed or rescheduled events will not be refunded. Meadowvale Theatre, in its sole discretion, will determine when this section applies.

4.2.7 \$0 Value Admission Tickets (Complimentary Tickets)

If the Requestor asks for \$0 value admission tickets when the Meadowvale Theatre Box Office services are being utilized, the Meadowvale Theatre Supervisor will assign a unique promotion code to the Requestor after the performance has been programmed in the ticketing system. The promotion code will be used to process \$0 value admission tickets. The Requestor can set a limit of the number of tickets available with the code. It is the responsibility of the Requestor to control the usage and security of the code. All tickets processed under the promotion code are processed at the discretion and sole responsibility of the Requestor. \$0 value admission tickets will not be

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issued unless the promotion code is correctly communicated to the Box Office attendant. \$0 value admission tickets will only be processed using the requesting patrons TixHub account and only after the correct code is communicated. If the requesting patron does not wish to have the tickets purchased under their account, the \$0 value admission tickets will not be processed.

4.2.8 Ticket Sales and Reports

When tickets are sold through the Box Office, the Meadowvale Theatre Supervisor will provide Requestors with a username and password to facilitate review of ticket sale reports and seat status for their events online through the ticket processing system

Ticket sales information will not be provided by the Box Office attendants.

4.3 Payment Options

VISA, MasterCard, AMEX are accepted over the phone and in person. Debit card payments are accepted in person. Cheques are accepted for Encore Series subscription renewals, School bookings as well as group bookings up to a minimum 30 calendar days prior to the first performance date.

4.4 Accessible Seating

Patrons using a wheelchair, walker, or that have difficulty with stairs should advise the Box Office at the time of ticket purchase. Accessible seating is NOT available online, patrons must call or visit the box office to purchase these tickets. All accessible seating in the theatre is located in Row G on both sides of the auditorium.

4.5 Late Arrivals

The Requestor agrees to make every effort to begin the event within five minutes after the published start time. The Front of House Coordinator, at their discretion or when unforeseen circumstances dictate, will delay the start of the performance for a reasonable period of time to allow the majority of patrons to be seated. For the safety of all patrons, the Front of House Coordinator, reserves the right to delay seating of latecomers until the first suitable break in the performance.

4.6 Right to Refuse Admittance

The Theatre reserves the right to refuse admittance. Any person whose behaviour is inappropriate, violent or vandalizing including verbal/physical assault, harassment, threats/aggression and theft will be refused admission and/or removed from the premise. In accordance with the facility rules, alcohol, illegal drugs, cameras, recording devices, and bags or containers of any kind, and individuals not wearing appropriate attire may be excluded from the premises (e.g. No admittance without shoes, shirts etc.).

5. PROMOTION OF EVENTS

5.1 Marketing

Marketing support is included in the Facility rental at no additional cost for Requestors that opt to use Meadowvale Theatre's Box Office services for ticket sales. Marketing support includes web, social media, and on-site campaigns as outlined in the Client Marketing Form.

If the Requestor chooses to conduct their own ticket sales, marketing support is **not** included. Any marketing activities will be the sole responsibility and expense of the Requestor.

5.2 Signage

Meadowvale Theatre allows signage to be posted inside and outside of the Facility, subject to the following:

- Signs must not be posted at any time on the pillars, building, walkways, or trees.
- Signage must not obscure any City sponsor logos.
- Content, locations and sizes for event signs must be approved by the Meadowvale Theatre Supervisor 30 days prior to event.

6. BUILDING ACCESS AND NAVIGATION

6.1 Arrivals: Entering the Theatre

When you first arrive at the theatre enter at the stage door. The stage door is located on the South-West side of the building past the loading door. There is a phone located inside the vestibule for you to notify the Technical Supervisor of your arrival, contact information is found beside the phone. For security purposes the theatre will only be unlocked at the request of the Requestor or their delegate **if pre-arranged**. The stage door is kept locked and sign-in/out processes are implemented.

6.2 Load-In, Load-Out and Parking

Meadowvale Theatre staff must be present in the building during the load-in/load-out times, which will be arranged during the contracting process with the Meadowvale Theatre Supervisor. It is the sole responsibility of the Requestor to manage the load in/out and to do so in a safe manner.

Parking is located on the North West side of the building. The parking lot is shared with the school that is adjacent to Meadowvale Theatre.

After the load-in/out is complete, it is expected that all vehicles will be moved and parked in the designated parking area. Events with a large number of vehicles dropping off or picking up are encouraged to stagger the timing. The use of staff parking during this time is not permitted.

Fire routes must be kept clear at all times

Loading dock and access to the dumpster must be kept clear once loading is complete

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6.3 Backstage Area Access and Security

The Requestor is responsible for the security and control of the backstage area during the rental period. The doors between the public and backstage areas will remain locked unless alternative arrangements are made in writing by the Requestor and submitted to the Supervisor of Meadowvale Theatre.

6.4 Exits and walkways

All exit doors and hallways must be kept free and clear of any obstructions at all times.

7. FURNITURE & EQUIPMENT

Requests for use of furniture or equipment must be submitted a **minimum of 30 business days prior to the Event**. Furniture and equipment is available on a first-come, first-served basis and is subject to change at any time. Additional fees may apply, as specified in the table below.

Please contact the Meadowvale Theatre Supervisor for more information.

Furniture/Equipment	Details
Lobby Chairs (50 available)	
Cocktail Tables (10 available)	Adjustable-height (sit/stand) cocktail tables are available
Rectangle Large Tables (12 available)	Can be setup for events as needed. Linens are not provided.
Round Large Tables (16 available)	Can be setup for events as needed. Linens are not provided.
Piano	The lobby Piano and Orchestra Pit Piano may be used for the event. A moving and tuning fee may apply.
Easels (10 available)	Adjustable

8. TECHNICAL EQUIPMENT AND PROCEDURES

8.1 High Risk Activities

For high-risk activities, including but not limited to: Set construction, Multi-Level Sets, Rigging, Aerial performances , Use of weapons or stage combat , Pyrotechnics or live flame, events or performances that include animals and/or participation of audience members on stage , Requestors must submit the following to the Supervisor, Technical Services 30 days prior to the event:

- All technical specifications
- Copy of business license
- \$5 million liability insurance naming the City as an additional insured on the City's template. For additional details, see the "Liability and Insurance" section of the Rental Contract Terms & Conditions.

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8.2 Animals

Inclusion of Animals in Events must be approved by the Supervisor, Technical Services. The City of Mississauga's Animal Services will be notified and may be onsite for inspection. The Requestor must collect and submit the following to the Supervisor, Technical Services, at least 30 days prior to the Event:

- Copy of business license
- \$5 million liability insurance naming the City as an additional insured on the [City's template](#). For additional details, see the "Liability and Insurance" section of the Rental Contract Terms & Conditions.

8.3 Confetti

Confetti is permitted at Meadowvale Theatre; however, additional clean-up charges will apply. Launchers must be approved prior to use and for any performances requiring confetti, information must be included in the Technical Forms, which must be submitted to the Supervisor, Technical Services a minimum of 6 weeks prior to the event.

8.4 Candles, Fire and Pyrotechnics

Candles

Candles are permitted at Meadowvale Theatre under the following conditions;

- The Requestor must notify and obtain approval from the Meadowvale Theatre Supervisor and the Supervisor, Technical Services in writing at least 30 days prior to the event
- Candles must be shrouded in a suitable container, and the flame cannot be exposed
- Candles must not be placed near or around flammable material

Fire

- Open flame is **not** permitted anywhere in Meadowvale Theatre.

Pyrotechnics

The Requestor shall not use pyrotechnical displays in the Facility unless:

- The Requestor has obtained permission from Mississauga Fire and Emergency Services
- The Requestor has notified Meadowvale Theatre at least 30 days in advance of the Event, and included in the notification, a safety plan that outlines both the risks and steps required to mitigate those risks
- The Requestor has obtained approval in writing from the Supervisor, Technical Services

8.5 Displays

All displays, sets, stage decorations, props and other equipment brought into the theatre must be approved by the Supervisor, Technical Services at least 6 weeks prior to the event.

8.6 Electrical Appliances

All electrical appliances must display a sticker indicating proof of inspection by the Electrical Safety Authority (ESA) or the Canadian Standards Association (CSA). If staff from Meadowvale Theatre determine that appliances without proof of inspection are unsafe, the appliances will be

MEADOWVALE THEATRE RULES & PROCEDURES

removed. If the electrical requirements for an Event are outside of regular plugs, an ESA inspection may be required at the Requestor's expense.

8.7 House Plots

The standard house plots are included in this document. All modifications must be restored at the end of your rental. House plots might deviate slightly from specified documents. Always allow time for minor restorations should it be required.

8.8 Painting

Painting is permitted in the stage area and shop with appropriate drop cloths or protective measures to protect the floors, drapes, seats, walls etc. Painting a texture or pattern on the stage floor will not be permitted.

Paint brushes, rollers, etc. must be cleaned in the maintenance sink only.

8.9 Stage Equipment

8.9.1 Stage Floor

The stage floor must be protected at all times from sharp objects that may scratch, cut, or damage the floor in any way.

8.9.2 Stage – Fly System

The theatre is equipped with 26 single purchase counterweight flies. A line-set schedule and inventory can be found on the Meadowvale Theatre Website. If use of the Fly System is desired, the Requestor must submit drawings with detailed dimensions (including weights) and rigging points for all set pieces being flown as part of the production. This information must be filed with the Supervisor Technical Services 6 weeks prior to the rental. The Supervisor, Technical Services has final authority with respect to all rigging in the theatre.

8.9.3 Stage – Audio System

The peak SPL for any show should be under 93dB. Meadowvale Theatre Staff has final say on all operating levels (both onstage and in the audience).

8.9.4 Stage – Lighting System

Only Meadowvale Theatre staff is allowed on catwalks. Guest operators may use the followspots with approval from the Technical Supervisor. Operators are also not permitted past the followspot tower. There is a maximum of two people permitted in the followspot tower during an event.

8.9.5 Stage - Technical Network

Only Meadowvale Theatre staff and equipment is allowed to access the theatre's technical network. The Requestor is restricted to wireless Mississauga.

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8.10 Stage Weapons

Stage Weapons include any stage or prop weapons, and any object used in a staged fight for attack or defence. Stage weapons are not permitted unless the Requestor has notified the Supervisor, Technical Services at least 30 days in advance of the Event, and included in the notification, a safety plan that outlines both the risks and steps required to mitigate those risks.

Only actors and production staff trained in the use of Stage Weapons onstage may handle them. The Requestor shall ensure Stage Weapons are safely stored in the Requestor's care and control at all times. The Requestor shall provide a warning to the audience if stage weapons are to be used during the performance.

8.11 Technical Equipment

Requests for use of technical equipment must be submitted **a minimum of 30 business days prior to the Event**. Equipment is available on a first-come, first-served basis and is subject to change at any time. Additional fees may apply, as specified in the table below.

Please contact the Meadowvale Theatre Supervisor for more information.

Glow Tape	Available Per Foot. Additional fees apply.
Gaff Tape	Available Per Roll. Additional fees apply.
Fog Machine	Additional fees apply
Hazer	Additional fees apply
Wireless Microphones	Additional fees apply
Moving Lights Small Package	Additional fees apply
Moving Lights Large Package	Additional fees apply
Wireless Communication Packs	Additional fees apply

9. THEATRE STAFFING & HOURS OF OPERATION

9.1 Front of House Staff

Front of House staff numbers will be determined by the Meadowvale Theatre Supervisor according to the type of activity proposed for the Event. The Meadowvale Theatre Supervisor has the final authority with respect to staffing decisions.

For events with an audience, there is a minimum of one Front of House Coordinator and three Ushers required for the duration of the Event.

Theatre staff is scheduled from the Requestor's start time until the Front of House has been shut down. This includes cleaning up all Front of House areas.

9.2 Technical Staff

Theatre Technical staff is mandatory during the rental period and the required staff numbers will be determined by the Supervisor, Technical Services according to the type of activity proposed for

MEADOWVALE THEATRE RULES & PROCEDURES

the Event. The Supervisor, Technical Services has the final authority with respect to staffing decisions including the use of guest operators.

There is a minimum of one Technical Supervisor and two Technicians for the duration of the Event. For Affiliated groups, there is a minimum of one Technical Supervisor and one Technician for the duration of the Event. There is a minimum of two technical staff (not including the Technical Supervisor) required for rigging and construction calls (including lighting hangs). Additional technical staff may be required for the lighting; audio, video and rigging/fly's for the event. Subcontracting theatre staff (to preform work inside the theatre) is not permitted.

Theatre staff is scheduled from the Requestor's start time until the theatre has been shut down. This includes cleaning up tools and work spaces as well as restoring house plots.

9.3 Theatre Hours of Operation

Theatre operations can be scheduled between the hours of 8:00am and midnight on the contracted dates. A late use fee will be applied for each hour that the Requestor uses outside of those times.

9.4 Scheduling of Technical Staff

The following are Ministry of Labour established maximums for staffing:

- Daily Maximum: 13 hours
 - Technical staff cannot exceed 13 hours in one day.
 - After 13 hours, alternate technical staff will be scheduled. A minimum transition of 30 minutes per 2 staff is required;
- Weekly Maximum: 44 - 60 hours
 - Overtime will be charged after 44 hours per person;
 - Technical staff cannot exceed 60 hours per week. After 60 hours, alternate technical staff will be scheduled. A minimum transition of 1 hour per 2 two staff is required.
- Rest times: 8 hours between shifts.

Alternate technical staff will be scheduled if the rest times are shorter than 8 hours. The Requestor is responsible for briefing the alternate technical staff.

All staff must be allotted a meal break for every 5 hours of work. During the break times, Requestors are not required to leave the facility; however, set construction, tech rehearsals, installation and programming, etc. will not be permitted until technical staff return to duty.

10. ANCILLARY ACTIVITIES AND SERVICES

10.1 Alcohol

Meadowvale Theatre has the exclusive right at all times to sell or distribute alcohol beverages during each Event. Alcohol beverages are to be served only by employees of the Meadowvale Theatre at the Lobby Bar. The Lobby Bar will be open during the Event at the sole discretion of Meadowvale Theatre Supervisor.

The Requestor is not permitted to bring alcohol beverages to the Event

10.2 Concessions

Concessions and the Bar are located in the Lobby and are typically open one hour before each performance until the end of intermission, unless otherwise noted. These areas are managed by Meadowvale Theatre Staff at no charge to the Requestor. The Concessions and Bar will be open during an event at the sole discretion of the Meadowvale Theatre Supervisor.

10.3 Food Safety and Handling

Food is permitted backstage only for use by the Requestor and members of the Requestor's group (e.g. performers).

The Requestor is otherwise not permitted to bring food and beverages to the Event, except as approved in writing by the Meadowvale Theatre Supervisor. All Requestors enquiring about food distribution, sales, or service at Meadowvale Theatre must contact the **Region of Peel Health Services** at 905-799-7700 and ask to speak to a Public Health Inspector. The Public Health Inspector will assist in answering any questions regarding food safety and handling, along with directing the Requestor to the correct applications and forms required that specifically meet their needs. The Requestor is responsible to have all required documentation, permits, and licenses in hand prior to the event. All paperwork must be submitted to the Meadowvale Theatre Supervisor 30 days prior to the scheduled event date.

The Green Room has fridge/freezer, microwave and dishes, for backstage use only. Meadowvale Theatre does not have cooking facilities and does not provide linens, tableware or serving ware to support the sale or distribution of food.

10.4 Fundraising

Soliciting for donations is strictly prohibited at Meadowvale Theatre.

10.5 Raffles & Lotteries

A [licence](#) is required for all Raffles and Lotteries. A lottery exists when money is paid for a chance to win a prize, regardless of the intended use of the funds that are raised. If the Event includes a raffle or lottery, the Meadowvale Theatre Supervisor must be notified at least 30 days in advance. It is the Requestor's responsibility to meet the licensing requirements. For more information, contact the [City's Licensing Office](#).

11. SAFETY AND SECURITY

11.1 First Aid/Medical Emergencies

Meadowvale Theatre is equipped with first aid kits, a defibrillator located in the Lobby and an emergency eye wash station located in the Load-In Dock area. The Requestor is responsible for the safety and security of Event participants. If injuries are sustained by Event participants, the Requestor must notify the Technical Supervisor or Front of House Coordinator on duty as soon as possible and provide any information required with respect to reporting the injury. For additional details, see the “Safety and Security” section of the Rental Contract Terms and Conditions.

11.2 Security

The Requestor must ensure that the physical setting in the rented Facility is kept safe for all participants attending the event and the general public. If, at the sole discretion of the Meadowvale Theatre Supervisor, security personnel are required for the Event, it is the Requestor’s responsibility to make the necessary arrangements. (Please refer to the “Safety and Security” section of the Terms and Conditions of the Rental Contract for additional details). The Requestor must also provide:

- Copy of business license
- Copy of guard licenses for all guards providing security services at the Event
- \$5 million liability insurance naming the City as an additional insured on the [City’s template](#). Refer to the “Liability & Insurance” section of the Terms and Conditions of the Rental Contract for additional details.

12. GENERAL POLICIES

12.1 General Housekeeping

At the end of the rental period, the Requestor must restore the Facility to its original condition. This includes, but is not limited to the following:

- All food must be removed and properly disposed of
- The fridge, freezer and microwave must not have any items left inside
- All waste has been thrown into trash can/ recycling bins and is left in a visible space for Meadowvale Theatre Staff to dispose of
- Countertops cleared
- White board has been erased.
- All makeup marks on walls, doors, dressing rooms, etc. are cleaned up
- All signs and adhesive put up by the Requestor on the designated areas must be removed and disposed of properly
- All dishes used must be washed, dried and returned to cabinets
- A walk through of dressing rooms and other areas used must be completed (Meadowvale Theatre is not responsible for any lost or stolen items)

MEADOWVALE THEATRE RULES & PROCEDURES

Additional cleanup fees will be charged to the Requestor if Housekeeping conditions are not met.

12.2 **Lost and Found**

Meadowvale Theatre is not responsible for any lost or stolen items within or outside the Facility. Any items located by Meadowvale Theatre Staff will be added to the lost and found bin for a maximum of 30 days. For information on lost and found items, call 905-615-4720

12.3 **Scent Advisory**

Meadowvale Theatre encourages a scent-free environment. Scented Products may cause adverse reactions in some people. Please be considerate of those who may have allergies and/or multiple chemical sensitivities and refrain from wearing or use of cologne, perfume, or other scented products whenever possible.

12.4 **Waste Management**

Meadowvale Theatre is a recycle-friendly facility. We encourage all guests to dispose waste in appropriate bins. For added convenience, there is a recycle bin alongside each garbage bin can located in the Lobby, Rehearsal Hall, Green Room, Dressing Rooms and Load-In Dock. Prior to departure, please walk through the space and ensure all garbage/recycling has been properly disposed of in all areas used, and bags are tied in appropriate bins in the middle of the room for Meadowvale Theatre staff to take outside. Please be advised that additional fees will be applied to the Requestor for any clean up necessary to restore the Facility to pre-rental condition.