

KEY CITY THEATRE

UNFORGETTABLE LIVES HERE



FACILITY RENTAL GUIDELINES

KEY CITY THEATRE

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KEY CITY THEATRE

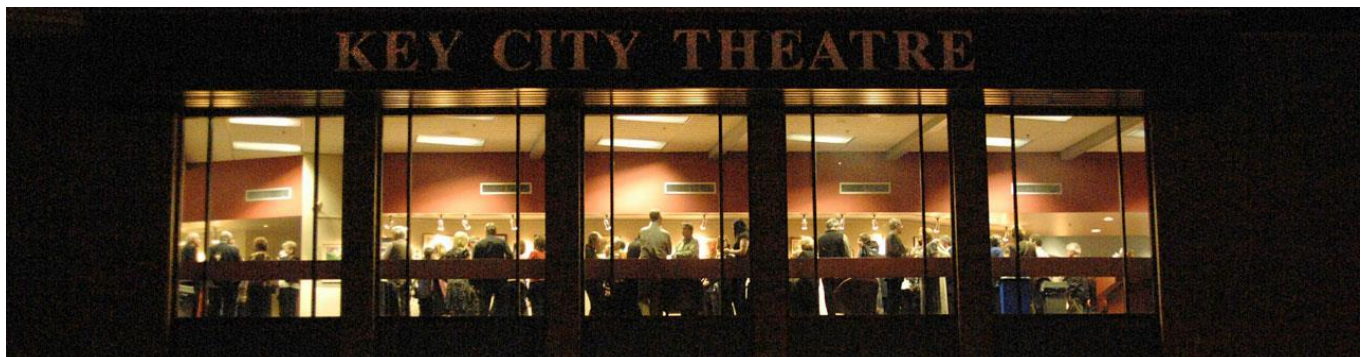
A BIT ABOUT US

Over 30 years Key City Theatre has been the premiere centre for the performing arts in the East Kootenay. Opening in 1992 it is operated under the direction of the Key City Theatre Society whose objective is to foster appreciation of and community involvement in the arts.



Key City Theatre provides a comfortable setting for quality entertainment. The main stage theatre offers raked seating for up to 602, has accessible seating and great sightlines throughout. The gallery stage can be set up bistro style for up to 70 patrons with concession and bar service convenient throughout events, or theatre style for up to 100 patrons. The upper gallery is perfect for Artist receptions, wine and cheese gatherings or more intimate acoustic individual performances. Our green room also offers space for private meetings or as an extra space adjacent to lobby events.

With an enthusiastic staff and team of highly trained volunteers, we offer a first-class venue for your rental needs. We are happy to answer any questions you may have. This booklet gives you a brief outline of what to expect when renting at the Key City Theatre and answers some frequently asked questions.



KEY CITY THEATRE

WELCOME TO CRANBROOK

Nestled in the heart of the Canadian Rocky Mountains, Cranbrook is in the southeast corner of British Columbia. Boasting 4 distinct seasons, Cranbrook and the Key City Theatre are the heart of the performing arts community in the East Kootenay area.

Cranbrook shares a time zone with Alberta, not BC, so be sure to set your clocks to mountain time.

Some helpful websites:

General

City of Cranbrook Information <http://cranbrook.ca/visitors/>

Accommodations

Downtown <http://www.prestigehotelsandresorts.com/locations/cranbrook/overview/>
Resort and Golf Casino <http://steugene.ca/en/home-page/>
Boutique <http://elizabethlakelodge.com/>

Food

Restaurant Brewery <http://www.theheidout.ca/>
Jamaican Fusion <https://ellascafe.business.site/>

Japanese <https://www.facebook.com/pages/Sakura/171995336168760>
Thai Fusion <http://www.hotshotscafe.ca/>

BOOKING PROCESS

COVID-19 SAFETY

Our COVID-19 Mitigation plan can be found here: <https://www.keycitytheatre.com/what-to-expect-covid>

Please familiarize yourself with our policies and protocols prior to your visit.

HOLDS AND CHALLENGES

Prior to making a deposit, Key City Theatre can place a “soft” hold on a date or dates in our calendar for your event. If another party has held a date, you will be put into the position of 2nd hold

To confirm the date, you must return the completed Rental Intake Form, along with your rental deposit.

If you are in 2nd hold position for the preferred date, you can ask us to challenge the 1st hold. Key City Theatre will then give the first interested party 48 hours to either confirm the booking or release their hold. If their hold is released, you will then be obligated to pay your deposit to confirm your booking.

DEPOSITS

Your cheque for the rental deposit must be made payable to: Key City Theatre - or you can contact us at the box office with your credit card number. Deposit must be received in order to secure booking

Commercial bookings require a deposit of \$500 per day that is booked. Not-for-profit bookings require a deposit of \$100 per day that is booked. Gallery Stage and lobby events require a deposit of \$50 per day that is booked.

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SECURE YOUR BOOKING

Rental Intake Forms are sent out as soon as the date has been confirmed with Manager of Events. Return the filled in form as soon as possible to initiate the booking process

The Manager of Events will forward your estimate and contract for your execution and return. A booking is considered confirmed when the rental deposit and a signed contract has been received.

TICKETING

The Marketing representative will contact you to confirm all ticketing information. Be sure to send your on sale date and a list of your desired number of artist's holds, media holds, complimentary tickets, and soundboard holds. You will receive confirmation of all details prior to on-sale date.

MARKETING AND PROMOTION

We want to help you make your event as successful as possible. Included with your rental agreement you will be offered inhouse marketing support to help get your event as much exposure as possible:

- We list your event in 2 places on our keycitytheatre.com website and ticketing page.
- Your event will be featured on the Selkirk Signs Electronic Messaging Centre
- Your event will be included on the calendar of upcoming events in our e-mail blast
- Your event will be included on our Performance Schedule, available at the box office

For additional fees we also offer the following services. Contact our Marketing representative to arrange:

- Email blasts to our 2,500 + patron base, including design and copy for \$100
- Poster distribution to key points in and around the city (50 posters) for \$100
- Offer a targeted Facebook campaign for \$25 design fee plus the campaign budget amount

Contact the newspaper and other advertising outlets and start circulating your promotional material within the community.

Print: **Cranbrook Daily Townsman**
(250) 426-5201
amy.soucy@cranbrooktownsman.com
<http://www.cranbrooktownsman.com>

Online: **eKnow (East Kootenay News Online Weekly)**
(250) 421-1668
info@e-know.ca
<https://www.e-know.ca>

Radio: **2Day FM**
(250) 464-4100
<https://radioplayer.vistaradio.ca/cjoc> <https://www.facebook.com/10752dayFM/>
<http://www.myeastkootenaynow.com>

Rewind Radio
(250) 426-2224
<https://1029rewindradio.ca/>

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Submit your 11" X 17" or 12" X 18" posters to our Marketing representative for distribution if desired/requested. Our Marketing representative will supply Key City Theatre graphic and logo for personalized event posters and be in touch with you to discuss the in-house services available to help make the most of your rental.

Free community event calendars can be accessed at:

<https://www.cranbrooktownsman.com/calendar>

<http://95eh.ca>

<https://www.e-know.ca/events>

<https://www.thedrivefm.ca/events>

<https://kootenaybiz.com/eventcalendar>

<https://www.cranbrookchamber.com/events/>

INSURANCE

Every rental requires a Certificate of Insurance (minimum \$2 million liability) naming the following "Additional Insureds"

(Including their addresses if required)

Key City Theatre: 20 – 14th Avenue North, Cranbrook, BC V1C 6H4

School District No. 5: 940 Industrial Rd #1, Cranbrook, BC V1C 4C6

A copy of certificate of Insurance must be received no later than one week prior to the event

If you already have business insurance your company may issue offsite coverage for the event.

Key City Theatre offers House Insurance that will form part of your estimate and costs until the appropriate Certificate of Insurance is received.

TECHNICAL INFORMATION

Our Technical Director will be in touch to go over your requirements for the event. We require accurate timings for access to the building, plus any crew and equipment requirements you will have.

Anytime any member of a rental group is present in the building, the Technical Director must also be present. Theatre daily rate includes 8 hours Technical Director time. Please allow 30 minutes minimum before and after your access time to account for opening and closing the facility. If the Technical Director is required to be on hand for any reason, that will count toward your access time.

The renter has access to the building at the precise arrival time you have given on the rental intake form.

A rehearsal is defined as a private session for practicing and preparing for a public performance. This is only open to performers, crew, and supervisors directly involved in the production. If there are more than 30 people in the audience at any time it will be classed as a "Performance" and extra charges may apply.

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GENERAL GUIDELINES

Please make the Key City Theatre staff aware of any updates and changes to your event as they may arise. Alert the Events Manager and the Technical Director of any last-minute changes on the day of the show.

Back stage washrooms are available for use during rehearsals.

Any member of the Key City Theatre staff has the authority to stop a production, if needed, to regain order or maintain safety.

All backstage hallways, entrances and exits must be kept clear.

No food or drink other than water in the sound/light booths or on stage at any time.

The Key City Theatre has potentially dangerous equipment that is very expensive to replace. Therefore, untrained personnel are not permitted to operate any technical equipment. This includes, but is not limited to: the curtains, lighting and sound equipment, projection, lift equipment, etc. There are no exceptions to this rule.

Only the Technical Director has the authority to start a show. The start of a show is defined by any activity that requires the audience's attention.

STAGE POLICY

The aim of these policies is to establish a safe working environment for volunteers, performers and stage crew while working at Key City Theatre.

PLEASE READ AND BE FAMILIAR WITH THESE POLICIES

"Work" consists of:

- Moving sections of the stage and flooring
- Operating stage machinery
- Working on ladders or at heights
- Working in the grid
- Plugging or unplugging electrical equipment

Technical Director

- All work on the Key City Theatre is to be supervised by the Technical Director or appointed supervisor. No work shall commence without technical director present in the auditorium.
- It is the Technical Director's responsibility to determine level of risk for onstage work activities

General Safety

- All persons performing work must use appropriate Personal Protective Equipment (PPE) for each job.
- Persons not covered under WCB or with waivers may not perform any work activities.
- Persons working with electricity must be certified with LPEC
- Stage crews working for third party organizations must supply proof of WCB coverage before commencing work on stage

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Students and Minors

- Students may be able to perform work when with supervision and when indemnification forms signed by guardian have been received
- Minors will only be permitted backstage (including green room and dressing rooms) or in the auditorium when an Adult Supervisor is present

Restricted Activities

- The use of saws is not permitted in the auditorium
- No open flame or pyrotechnics are permitted
- The presence of firearms or replica firearms
- Pets are not permitted in the auditorium
- The cyclorama must be protected at all times – no objects including hands may touch it
- Use of the Drivable lift by non-Key City Theatre certified staff

WE ARE HERE TO HELP

Please talk to us! Even if you don't know exactly what you need in the way of lights or sound, tell us what you want to see happen for your event. That way we can relate your needs to our facility and do our best to give you exactly what you're looking for. Take the time to clearly communicate your needs so we may best coordinate the facility's resources required to achieve your goals.

FAQ'S

Is there a commission on merchandise?

Any merchandise (CD's, shirts, posters, videos, etc.) sold in or adjacent to the Key City Theatre is subject to a 15% commission fee (including volunteers, taxes, if applicable), that will be collected by our Events Manager on the night of the show. We can supply a volunteer merchandise seller and float if required for maximum 5 on-sale items. For larger inventories, please contact our Event Manager to arrange for paid seller.

Where can merchandise be sold?

Merchandise can be set up either in the designated bunk in the lobby, or we can provide tables for set up in the lobby.

Can we come in early to drop off somethings?

Because of the Key City Theatre's heavy booking schedule and lack of storage facilities, it is not possible to get into the Theatre, or to store equipment or props prior to your event. Also, nothing may be stored after your event has finished unless you make special arrangements with the TD.

Will everything be ready when I arrive?

When you arrive at Key City Theatre the house is ready for you in our standard house hang. Specific set up will begin upon your arrival so please allow for time in your schedule to hang and focus stage lighting, set up and check sound, etc.

Any alterations to the house lighting or sound system must be restored after your event is over, so that time must also be accounted for in your estimated schedule.

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Our Technical Director is here to answer your questions and to help you come up with the very best schedule and arrange for the right number of people to most expediently help set up and strike your show.

Is there flat load in access?

There are 2 load-in areas and one provides flat access for wheeled equipment. There is no elevator in the building and any equipment required at the top of the house, or upper lobby will have to be manually moved up the stairs.

Is there a place to park a bus or large vehicle?

Yes there is. You can pull up onto the sidewalk area adjacent to the stage door access on the west side of the building. (see attached map)

What is Entandem and what does it mean to me?

You should be aware that your event may be subject to Entandem Tariffs. **Entandem** is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process so you can play the music you want legally and ethically, ensuring that those who made the music are compensated. Under your license agreement, you will be responsible for both reporting your event and any costs levied against it. www.entandemlicencing.com

Do you have pianos onsite?

The main stage has a 9' Bluthner Grand Piano and the gallery stage has a 6' Yamaha Grand Piano available. Our green room has a Kawai upright rehearsal piano. We also have a Hammond B3 Organ with Leslie rotating speaker cabinet available. Tuning and specialized technicians may be required. Prior approval is needed in order to access any of these instruments. Please contact the Manager of Events for more information and to arrange rental.

Can we have a raffle?

Raffles are permitted on the premises as long as we receive a copy of your valid raffle license.

Is smoking permitted at Key City Theatre?

Key City Theatre is an entirely non-smoking building. This includes vaping.

Is Alcohol Permitted backstage?

Due to the constraints of our liquor license, there is no alcohol allowed in the backstage area, green room or dressing rooms.

What about animals? Can I bring my pets?

Key City Theatre is an animal free zone, unfortunately, so please leave the parakeets, iguanas, puppies and llamas at home (along with any other non-humanoids). Service animals are the only exception. **Please contact our events manager to make accommodations for service animals.**

What do I need to know about Special Effects (SPFX)?

Some of the most exciting things in theatre are also the things that are the most dangerous. Most of these things fall under the heading of Special Effects. The most important thing to remember is that WE WILL NOT ALLOW THE SAFETY OF A PERFORMER OR PATRON TO BE JEOPARDIZED BY AN UNSAFE SPECIAL EFFECT! Badly planned or poorly built special effects are ineffective and dangerous.

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If your show involves pyrotechnics of any kind, you must obtain a permit from the Fire Marshall (250-426-2325). Pyrotechnics may include, but are not limited to: Flashpots, smoke effects, gerbs and air bursts. A designated, licensed pyrotechnician must be on site for all effect operations. Open flame effects must be approved by the technical director ahead of time and may also require a pyrotechnical permit.

Usage of firearms, including blanks, pellet guns, air rifles or recreational replicas require both prior approval of the Technical Director and a designated crew person with a Firearms Possession and Acquisition License.

No written approval or permit equals no SPFX/fire, no exceptions! These approvals and permits take time to acquire – so make sure that we are the first to know about anything out of the ordinary that needs to happen on your show. Tell us exactly what you want to do as far in advance of your show as possible

Fog, haze effects and smoke-machines may be used upon prior approval only.

Can I fly objects?

Key City Theatre does not have capacity to fly items. If you require items to be flown, please review with the Technical Director well in advance of the event to identify suitable solutions.

Are there any other prohibited materials?

Our rules and regulations prohibit the use of hay, dirt, branches or any organic materials that may prove to be a fire hazard or may contain pests. No running water or large containers filled with water (or other liquids) are allowed on the stage. Please contact us in advance if you wish to use any snow effects or glitter, etc.

Can I supply my own tech staff?

Qualified individuals may be used to cover your staffing needs upon approval. You will be responsible for providing us with proof of Workers' Compensation coverage.

Can I sell my own tickets?

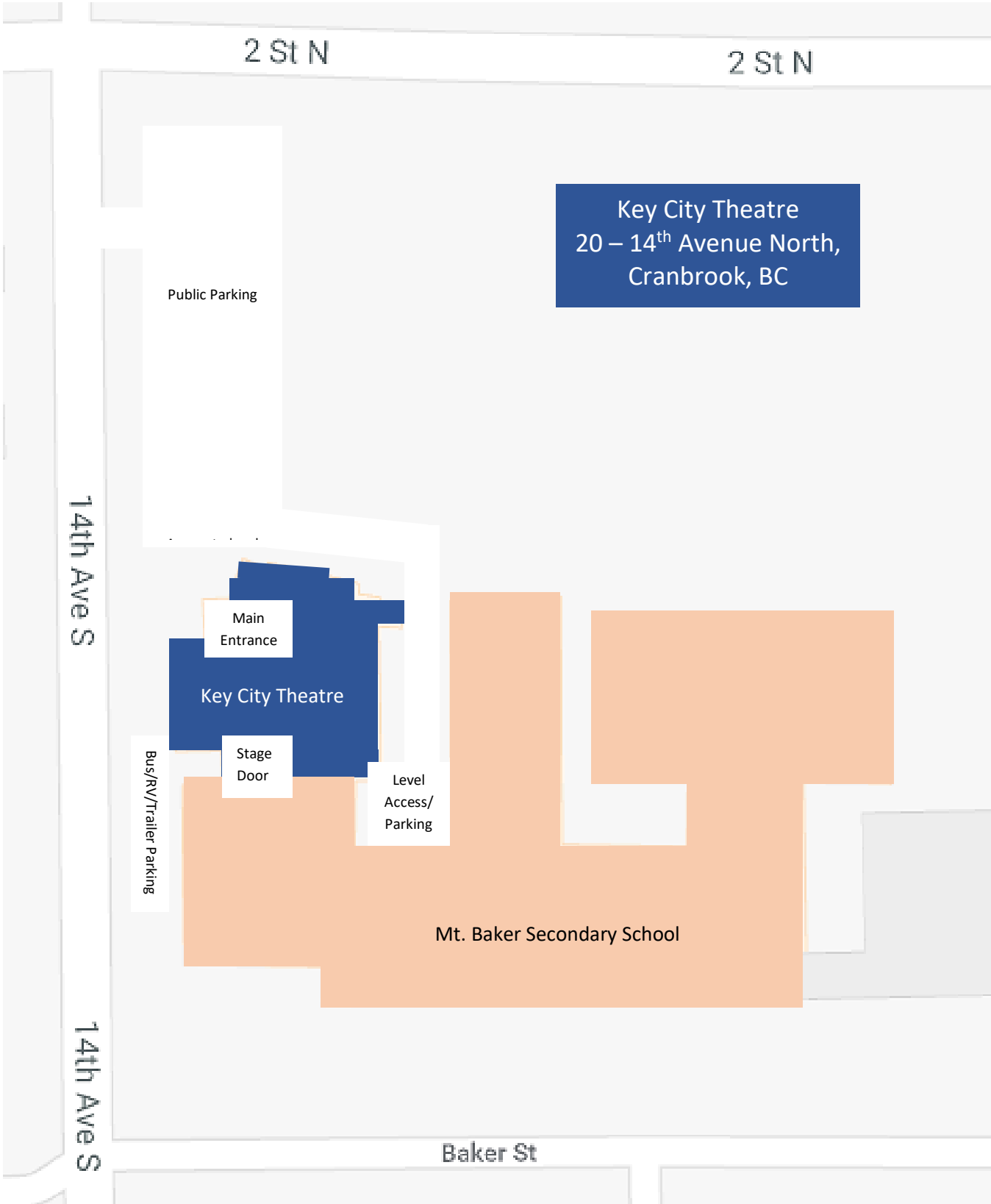
All tickets must be generated by Key City Theatre Box Office. We do not allow alternate box offices to sell tickets for events at Key City Theatre. In some circumstances we do provide bulk tickets for offsite sale.

Do I need to use Ushers? And if so, can I supply my own?

Our ushers and volunteer corps have been trained in evacuation procedures and are in place to ensure the safety of patrons. We require that all renters utilize our well-trained team of volunteers.

KEY CITY THEATRE

Map



KEY CITY THEATRE

CONTACT US

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