

THE AVENUE THEATRE  
**RENTAL POLICY**

It is the intent of The Avenue Theatre to provide use of its facility on a fair and equitable basis while demonstrating the best possible use of the facility. Reservations will be scheduled and fees assessed in accordance with the policies below. The Avenue Theatre retains care and control of the facility during all rentals.

1. The rental of The Avenue Theatre facility by groups/individuals is for occasional use and not intended to create a permanent or regular site for said users. Therefore, The Avenue Theatre reserves the right to limit the frequency of all rentals; and to whom the space is rented.

2. You must be of legal age (18 years or older) to rent The Avenue Theatre. Requests for activities involving minors must be made by an adult representing the group who will be present throughout the course of the activity scheduled in the facility.

3. The Avenue Theatre is a CLASS A MINORS PROHIBITED licensed facility. **If your rental is to be All Ages/Minors Allowed, a special request must be made.** Thus consumption, possession or service of alcohol on the premises during an All Ages/Minors allowed event will lead to the immediate cancellation without refund of the facility fee.

4. For All Ages/Minors allowed events the facility rental fee is \$600.00 Friday/Saturday and only \$550.00 Sunday to Thursday. For 18+ events the facility rental fee is \$300.00 Friday/Saturday and only \$250.00 Sunday to Thursday. The facility fee is due up front to confirm your booking. Your booking is not confirmed until the facility fee and completed rental forms have been received.

5. Your facility fee is not refundable.

6. For All Ages/Minors allowed events noise curfew is 11pm, while the rental curfew is midnight. For 18+ events, noise curfew is 2am while the rental curfew is 3am. These curfews are not negotiable.

7. The renter has the option of using our ticketing system through YEG Live to sell advance tickets. The system includes online and physical sale of tickets. The renter receives 100% of net ticket revenue after ticketing costs are deducted at source. The renter will pay a fee of \$.57 per physical ticket requested, as well as a 6.9% YEG Live online ticket sale commission rate per ticket.

8. You must hold a valid credit card to rent The Avenue Theatre. Your credit card information will be kept on file up to 72 hours after your event has ended. The Avenue Theatre may charge your credit card if any equipment from the facility goes missing or is damaged or if your rental runs past the rental curfew.

9. In the case that equipment is damaged or missing your credit card will be charged the total amount necessary to replace said equipment. In the case your rental runs past the rental curfew your credit card will be charged \$50 per half hour your rental runs past the rental curfew.

10. The facility fee does not include special event insurance. Special event insurance is recommended for your own security, but is not mandatory. By signing the rental form you agree to all terms in this rental policy, rental information sheet, rental forms and the hold harmless agreement. The hold harmless agreement places sole responsibility on you for any damages or injuries caused by or during your event at The Avenue Theatre.

11. When producing a concert or music event, renters may be required to submit a fee to SOCAN via TARIFF 4.A.1. For more information and forms please visit [http://socan.ca/jsp/en/pub/music\\_users/tariffs.jsp](http://socan.ca/jsp/en/pub/music_users/tariffs.jsp)

12. The Avenue Theatre reserves the right to permit only our approved technicians and staff to operate in-house sound, lighting and video equipment or to work in the facility during events.

13. No outside food or drink is permitted unless otherwise arranged.

14. The Avenue Theatre shall operate and retain 100% of bar and concession sales.

15. The Avenue Theatre assumes no responsibility for any accident or loss of property.

16. The Avenue Theatre reserves the right to require additional security and deposits depending on the size of the group, the nature of the event and when groups using The Avenue Theatre request service of alcohol for this event.

17. Management must approve all decorating plans, use of signs/banners, extra entertainment etc. prior to the rental being held. **Absolutely no glitter or confetti.**

18. The Avenue Theatre reserves the right to cancel any event due to "Act of God" without written or advance notice. No refunds will be given and The Avenue Theatre will not be responsible for any balances owed by the Renter.

19. The terms here are in accordance with any additional terms listed on the rental forms, rental information sheet and the hold harmless agreement.

### **For more information or to book the space, please contact us!**

Avenue Theatre  
9030 118th Avenue  
Edmonton, AB  
T5B 0T8

Office Hours: Monday to Friday 10am to 6pm  
Ph. 780 477 2149  
Fax. 780 477 2150  
Email. [info@avenuetheatre.ca](mailto:info@avenuetheatre.ca)  
<http://www.avenuetheatre.ca>