Please read the following very carefully before you sign your contract!!

It cannot be stressed how important it is for you to read and understand your contract. The conditions and terms of the contract apply to you and dictate the conditions that govern your production. Read it and there will not be any surprises. This is not meant to alarm you—the contract is straightforward. But there are, however, a few areas that may cause confusion:

1. **DEADLINES**: Demand for the Kailash Mital Theatre is quite high. We will not hold your booking past the due date on your contract.

2. **LIABILITY INSURANCE**: The University now requires that renters purchase General Liability and Tenant Legal Liability Insurance. Details are in clause 8 of the contract. The fees for this will be collected at the time of your deposit. If you have alternative form of insurance that meets all the criteria proof must be submitted at least 14 days prior to the event and your purchase costs will be credited against your final invoice.

3. **Candles**: The use of open flame will not be allowed unless prior permission is obtained from the Fire Marshall. Details must be submitted to the Theatre at least two weeks prior to the event.

4. **Music Copyright Fees**. The Kailash Mital Theatre is required by law to collect music copyright Tariffs. These will be added to your final invoice.

5. **Music or Video Recording**. Any music recording done for the purposes of reproducing the recording on any media must have, in advance, a license from the CMRRA (Canadian Musical Reproduction Rights Association). This, by law, includes any video recordings of events that use music, either live or played back from recorded media. No such recording will be allowed without the presentation of the license 1 week prior to the event.

6. **Safety boots** (green triangle) must be worn by non University workers when working on the stage or loading in except on occasions determined by the Theatre Manager, the Production Co-coordinator or designate. The Kailash Mital Theatre does not provide safety boots. Safety Hats must be worn at all times by all University Staff and non-University workers when aerial work is in progress or on any other occasion when there is a reasonably
foreseeable risk of a head injury. The risk factor will be determined by the Theatre Manager, the Production Co-coordinator or designate. Hats will be provided by the Kailash Mital Theatre.

7. **USHERS ARE MANDATORY**: University Policy dictates that the Head Usher must be University Staff. This will be charged at $18.00 per hour (minimum 4 hours). The Head Usher will coordinate the ushers at the lobby doors and insure that seating and safety requirements are met. Additional ushers may be volunteers **but remember that you are required to provide one usher per door (minimum of two additional ushers) who is required to stay at the doors prior to the show and during intermission**. If food or drink is brought into the Theatre you will be **charged a cleanup fee of $150**. The Kailash Mital Theatre will gladly provide additional ushers at a cost of $17/hr.

8. **Parking**: Parking is no longer free on Saturdays and Sundays. It now costs two dollars per day to park on the weekend in the library garage and Lot#1. **Evening parking (after 5:00 p.m.) in both areas costs a total of $14.00.** The weekday rate is $3.50 per hour with maximum charge of $14 for four hours. Payment is made at machines located in Lot #1 and on the first floor of the Library Parking Garage. **Special Note**: For specific information about parking or to make special arrangements please contact the parking office at 520-2600 ext. 3623.

9. **FOOD SERVICES**: Personnel at the Kailash Mital Theatre are not directly involved with providing intermission services. Please call Dining Services 520-2600 ext. 8310 for information concerning the catering of your event. Producers are reminded, however, that they are not allowed to bring food from off campus for sale or distribution at any site on campus without prior permission. Anyone doing so may be asked to leave the campus. Note that there are vending machines in the lobby. Food and Drink are not allowed in the Theatre.

**TECHNICAL WORK**: Although the Kailash Mital Theatre maintains a versatile lighting and audio setup you may have requirements that cannot be accommodated by our standard configurations. Keep in mind that you will have to **book extra setup and tear down time for this and that additional charges will apply**. You are charged for any special work that technical staff must do for your show. **Rental time is normally charged from the time your production arrives to the time it leaves.**

Theatre Operations experienced personnel are always available for consultation on your project. Please call us—the more we know about your show, the better we will be able to help you.