



# NEWROADS PERFORMING ARTS CENTRE

## FRONT OF HOUSE and TECHNICAL QUESTIONNAIRE

505 Pickering Crescent  
Newmarket, ON L3Y 8H1

Phone: (905) 953-5122 Fax: (905) 715-7237 [theatretechs@newmarket.ca](mailto: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. Please return this information at least 4 weeks before your first performance to ensure adequate time to process your production information. **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](mailto:jraponi@newmarket.ca)  
 Zoe Lourenco – Technical Coordinator, Direct Line: 905-953-5327 – [zlourenco@newmarket.ca](mailto:zlourenco@newmarket.ca)  
 Deb Thorburn – Box Office Supervisor, Direct Line: 905-953-5155 – [dthorburn@newmarket.ca](mailto:dthorburn@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* <small>*e.g. Setup Rehearsal Show</small>	Morning Activity <sup>1</sup> Start   End 5 Hours Max. <sup>2</sup>	1 Hour Tech Meal Break	Activity Type* <small>*e.g. Setup Rehearsal Show</small>	Afternoon Activity <sup>1</sup> Start   End 5 Hours Max. <sup>2</sup>	1 Hour Tech Meal Break	Activity Type* <small>*e.g. Setup Rehearsal Show</small>	Evening Activity <sup>1</sup> Start   End <sup>3</sup>
			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](mailto:TheatreTechs@newmarket.ca)

<sup>1</sup>If the scheduled activity is a performance, please list the cast and crew call time (not the show time) as the Start Time. <sup>2</sup>In 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. <sup>3</sup>The 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 20 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 these restrictions included in a preshow announcement?  No  Yes
  - If Yes, announcement should be voiced by:  User group  Venue Staff
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? <input type="checkbox"/> No <input type="checkbox"/> Yes	Subscriber
\$	\$	\$	\$	\$	\$	<b>Additional Subscription or Discount Info:</b>	\$
Is the tax included in ticket price? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Organization is Tax Exempt  Tickets should be available Online: <input type="checkbox"/> No <input type="checkbox"/> Yes Start date for online sales: _____ For which age group(s) is your presentation suitable? <input type="checkbox"/> under 12 <input type="checkbox"/> 12-17 <input type="checkbox"/> 18 and over						Production Contains Mature Themes? <input type="checkbox"/> No <input type="checkbox"/> 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 [dthorburn@newmarket.ca](mailto:dthorburn@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 Debbie Thorburn, Box Office and Volunteer Coordinator. If you have questions regarding comp tickets, contact [dthorburn@newmarket.ca](mailto:dthorburn@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  YesDo 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  Beer5. Will this be a sale license?  No  Yes6. 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) 953-5327 - [zlourenco@newmarket.ca](mailto:zlourenco@newmarket.ca)) or the Cultural Programmer Janet Raponi (905) 953-5300 ext. 2842 – [jraponi@newmarket.ca](mailto: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: \_\_\_\_\_

**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](mailto: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 (including laptops playing music)

Details: \_\_\_\_\_

2. Will you hook up your system to the house audio system?  No  Yes

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  Electric Piano  Tables – Number: \_\_\_\_\_  Chairs - Number: \_\_\_\_\_

If using the Grand Piano, would you like the piano tuned? A Minimum \$150.00 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

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 March 9, 2024 – It supersedes any other form. NewRoads Performing Arts Centre, 505 Pickering Crescent, Newmarket, ON L3Y 8H1 (905) 953-5327

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](mailto:TheatreTechs@Newmarket.ca). Thanks!