

Facilities Checklist

Event: _____**Date:** _____

No tentative booking of Carleton University *DC Presentations* is given final approval before full disclosure of the event and all activities, equipment, and requirements has been made and agreed upon by Carleton University administration. This document is an attempt to secure this disclosure. It is the responsibility of the renting party to secure permission from Carleton University administration for all equipment/items/plans that are not described here in this document or that arise after submission of this document. Failure to do so in a reasonable and timely manner may result in approval for the booking being revoked by Carleton administration.

A 35% deposit for the total expected rental charges is required upon the signing of the rental agreement. Custodial fees will be charged for concerts extending beyond 10:00 p.m. and this, at a rate of \$60.00 per hour.

Wheelchair accessibility, fire safety, and traffic flow must be maintained in and around the building at all times during an event.

Renting parties must provide a copy of their liability insurance to Carleton University. Proof of fully filed \$2 million liability insurance is required before any booking is given final approval.

This building is an historical site and the responsibility for ensuring the integrity and safety of the building and its contents resides with the renting party. It is essential that the renting party provide sufficient and adequately trained staff to be available to ensure this. No equipment (e.g. sound, audio visual, lighting, and/or any other fixtures) is to be used without permission from Carleton administration. In addition, no food or drink, other than water, will be allowed in the Sanctuary, Chapel, or the ladies Parlour.

Event Information

Please describe your event and its purpose:

Please describe the various components of your event (e.g. concert, intermission, luncheon, workshops, dance, drama, etc.):

Number of volunteers required to ensure the smooth functioning of the event (e.g. ushers, ticket takers, ticket sales, merchandise sales, security, parking attendants, set up, clean up, kitchen, servers):

Anticipated attendance:

Number of performers/speakers/etc.:

General Room Requirements

Note: All loading and unloading of equipment is to happen through the Lisgar Street Entrance, unless otherwise agreed.

Rehearsal schedule

Date: _____ Arrival time: _____ Departure time: _____

Rooms required: Sanctuary____ Woodside Hall _____ Woodside Hall Kitchen ____

Room 7/Parlour _____

Room 14 _____ Fellowship Hall _____ Fellowship Kitchen _____

Room 15 _____ Room 16 _____ Room 17 _____

Entrances to be used: Lisgar St. _____ Cooper St. _____ O'Connor St. _____

Set up schedule

Date: _____ Arrival time: _____ Departure time: _____

Rooms required: Sanctuary____ Woodside Hall _____ Woodside Hall Kitchen ____

Room 7/Parlour _____

Room 14 _____ Fellowship Hall _____ Fellowship Kitchen _____

Room 15 _____ Room 16 _____ Room 17 _____

Entrances to be used: Lisgar St. _____ Cooper St. _____ O'Connor St. _____

Event schedule

Date: _____ Arrival time: _____ Departure time: _____

Rooms required: Sanctuary____ Woodside Hall _____ Woodside Hall Kitchen _____

Room 7/Parlour _____

Room 14____ Fellowship Hall _____ Fellowship Kitchen _____

Room 15 _____ Room 16 _____ Room 17 _____

Entrances to be used: Lisgar St. _____ Cooper St. _____ O'Connor St. _____

Tear down / Clean up schedule

Date: _____ Arrival time: _____ Departure time: _____

Rooms required: Sanctuary____ Woodside Hall _____ Woodside Hall Kitchen _____

Room 7/Parlour _____

Room 14____ Fellowship Hall _____ Fellowship Kitchen _____

Room 15 _____ Room 16 _____ Room 17 _____

Entrances to be used: Lisgar St. _____ Cooper St. _____ O'Connor St. _____

Note: If expected start and end times are exceeded, custodial overtime charges will apply in the amount of \$60 for each hour or less.**Auditorium****General Rules**

Water only is allowed in the main Sanctuary. No other food or drink is allowed within the Sanctuary, Chapel or Parlour.

Stage Space

Please indicate whether or not you will need the stage space to be cleared, and any other stage requirements you may have:

Note: The organ on the stage cannot be moved. If an extra tuning is required, a charge of \$150 will be paid by the renting party. Piano and organ tuners must be approved by Terence McDonald, Business Manager.

Power Requirements

Please describe your power requirements in the auditorium:

Note: It is the responsibility of the renting party to secure any power sources beyond what Carleton University. Supplementary generators must be Carleton University. Space will need to be reserved for the placement of generators. Carleton University, may, at their sole discretion invoice your organization for extra power used during your event.

Other power notes:

Lighting Requirements

Note: The lighting which Carleton University has available in the Sanctuary cannot be re-aimed or reprogrammed by renting parties. Only Carleton University approved personnel may alter the existing lighting configuration. This service is available at an additional cost.

Please describe any changes in the existing lighting configuration you will need:

Please describe any supplementary lighting you will be supplying/using:

Note: All supplementary lighting must be approved by Carleton University.

Other lighting notes:

Sound System, Musical Instruments and Projector Requirements

Only personnel approved by Carleton University may set up, configure, or make use of the auditorium sound system.

What specific Carleton University audio or projection equipment do you expect to use:

Carleton University can provide expert personnel to set up and/or operate this equipment on your behalf. Please indicate if you wish to seek approval by DC for alternate set up and operation personnel. All equipment you use must be returned to its original configuration.

Please describe any supplementary audio or projection equipment you will be supplying/using:

Please describe any of the Carleton music instruments / equipment you expect to make use of (organ, pianos, music stands, etc.). It is the responsibility of the group using the facilities to pay for any and all piano tuning. DC Presentations on behalf of Carleton University reserves the right to choose who will perform the tunings.

Other audio and projection notes:

Other

Please describe any other planned uses (e.g. sound recording, filming, etc.) you have:

Other Available Services

Green Room Private Services

Green rooms' areas (including private boardroom, separate private bathrooms, internet access, mini fridge, etc.) are available at additional cost. Please indicate if you wish to make use of the green room areas:

Custodial Services

Custodial services are included in your rental fee. This includes having bathrooms in appropriate order, opening of required access doors, and emergency custodial services during the event. A fee of \$60.00/hour will be charged for concerts exceeding 10:00 pm.

Kitchen Services

The kitchen and equipment (limited) is available at additional cost. Please describe any expected use of the kitchen facilities, and the equipment expected to be used.

Note: Any extra equipment is the responsibility of the renting party, and must be approved by Carleton administration.

Parking Requirements

On-site parking is very limited during business hours on weekdays, though more parking is available during non-business hours and on weekends.

Please describe your expected parking requirements:

Reception Equipment

Please describe the various types and amount of reception equipment you will need (e.g. tables, chairs, etc.), and where they need to be located:

Other Information

Please describe any other requirements, intended uses, etc. that will help to more fully describe your event:

Signature of the renting party, indicating that they have read and understand this document and that the information provided is thorough and accurate.

Signature: _____

Name: _____

Date: _____

If you have any questions about completing this checklist, please contact Terence McDonald at 613-235-5143 or by e-mail at terence.mcdonald@carleton.ca