



RENTAL APPLICATION

I. DEFINITIONS

- a) "SCDG" means the Southwest Cultural Development Group Inc.
- b) "The Rentee" refers to the person/organization who is renting the Lyric space.
- c) "The Lyric" means the Lyric Theatre (main floor) at 227 Central Ave North
- d) "The Event" is as defined in the Rental Agreement

II. PREAMBLE

The Lyric is owned and operated by The Southwest Cultural Development Group Inc., a non-profit, member-run organization.

III. DISCLAIMER

The Lyric is provided simply as a venue and The Rentee is entirely responsible for The Event, its planning, co-ordination and execution.

The Rentee will comply with all applicable municipal, provincial and federal laws and regulations related to operating The Event.

SCDG will not be responsible for any damage to property or injury to The Rentee, employee of The Rentee, volunteer of The Rentee and/or any and all persons attending The Event covered in this agreement.

SCDG is not responsible for any claims as a result of bodily injury or death to any person or persons; or for damage or loss to property of others, arising out of The Rentee's use of The Lyric.

The Rentee agrees to reimburse the SCDG for any loss or damage to The Lyric and/or its contents, arising out of The Rentee's occupancy, however caused.

Any property (i.e. equipment, merchandise, money) brought into The Lyric by The Rentee, The Rentee's staff, volunteer or performers is done at their own risk. SCDG is not liable for any loss or damage to property whatsoever.

SCDG cannot guarantee an uninterrupted supply of electricity, water, heat or other utility. SCDG is not responsible for any claim of damage arising from the loss of a utility. SCDG will be diligent in restoring any interrupted utility where it is in its power to do so.

IV. CONTRACT

The Rentee shall complete the Rental Contract (Appendix "C"- page 8 of this document), in full, and submit it to SCDG along with the required payments.



V. RATES

The Lyric is available for rental for the following hours, at the following rates (GST included). Rental pricing includes the use of the SCDG tables, and chairs and the supervision of the SCDG Front of House (FOH) management.

Events:

Type	Description	Price
Half day	6 hours	\$500
Split half day*	6 hours *Split half day allows you to utilize your allocated time as you wish, however there is no access to the building in between the split times.	\$600
Full day	12 continuous hours until 1 a.m. or your chosen closing time	\$900
Split full day**	12 hours ** Split full day allows you to utilize your allocated time as you wish, however there is no access to the building in between the split times.	\$1000

Meetings:

Type	Description	Price
3 hours	Meetings times available are 9 a.m. - 5p.m.	\$300
6 hours	Meetings times available are 9 a.m. - 5p.m.	\$500

VI RENTAL DEPOSIT

Upon signing the rental agreement, The Rentee agrees to provide SCDG with a non-refundable Rental Deposit of \$250 (two hundred and fifty dollars).

VII. CANCELLATION

SCDG will make every effort to ensure The Lyric is available to The Rentee for The Event. However, in the case of circumstances beyond the control of The Lyric, or due to issues that make The Lyric unsafe for public gathering, SCDG reserves the right to cancel The Event at any time, including while The Event is in progress. In such a case, the rental fee will be returned, in full, to The Rentee.

This clause does not apply to SCDG cancelling The Event due to breach of any terms of this agreement or negligence by The Rentee; in which case The Rentee shall not be entitled to a refund.

VIII. REFUNDABLE DAMAGE DEPOSIT

Upon signing the rental agreement, The Rentee agrees to provide SCDG with a Refundable Damage Deposit of \$250 (two hundred and fifty dollars).



VIII. REFUNDABLE DAMAGE DEPOSIT CONTINUED

The \$250 damage deposit will be refunded in full when:

- The Rentee has paid the full payment for the rental fee, and
- The Rentee has returned The Lyric to the state it was before The Event began, and SCDG has completed a post-event inspection and has determined that there was no damage resulting from The Event.

The Rentee shall be responsible for post-event clean-up.

- Removal of all materials, decorations and equipment belonging to The Rentee.
- Cleanup of garbage and placement of filled garbage bags at the rear entrance.
- Cleanup must be completed immediately following The Event.

The Rentee shall be responsible for any additional expense incurred beyond the amount of the Damage Deposit.

IX. ACCESS

Management, staff, and/or designated volunteers are permitted to enter The Event at no charge in order to supervise and/or work the Food/Beverage service, as required. SCDG agrees to identify management, staff, and/or designated volunteers to The Rentee, upon request.

X. OCCUPANCY LOAD

The occupancy load of The Lyric must comply with the City of Swift Current Fire Regulations and Government of Saskatchewan regulations. It is the responsibility of The Rentee to ensure persons in attendance do not exceed this number. Attendance numbers shall be presented to SCDG FOH and confirmed by SCDG FOH at the beginning and ending of the event.

The maximum occupancy load for The Lyric including all employees, volunteers, performers, and Lyric Theatre representatives, for events, is as follows:

- Concert (tables and chairs) ticket sales: 160
- Theatre seating (chairs only): 160

The Rentee must communicate with SCDG to determine occupancy load dependent upon the planned seating format and patron comfort/sight lines.

At all times, legal fire egress lanes (unobstructed and 4 feet wide) must be maintained.

XI. OPEN FLAME

Open flames are **NOT** permitted in The Lyric.

The Lyric is a non-smoking building.

XII. FOOD AND BEVERAGE

SCDG shall have the exclusive right to provide bar and concession service during The Event, and shall provide staffing for this service. SCDG will retain 100% of revenues from this service.

The Rentee is entitled to hire an outside catering company.



XII. FOOD AND BEVERAGE CONTINUED

Kitchen facilities and equipment are not available. All food preparation for The Event must be completed offsite and adhere to all health / COVID regulations. The Rentee must provide all SK Health food certificates, if so required.

In accordance with The Saskatchewan Liquor and Gaming Authority, outside alcohol is not permitted in the building. The Rentee will be held legally responsible for adhering to this provincial law.

XIII. SECURITY

The Rentee shall advise SCDG of any security concerns in relation to the event and shall be responsible for securing adequate security staff if deemed necessary by SCDG and The Rentee.

XIV. MERCHANDISE

The Rentee shall be responsible for all coordination and staffing of the merchandise sales. SCDG is not responsible for lost, stolen or damaged merchandise.

XV. ELECTRICAL

The Rentee shall be responsible to confirm with SCDG technical team that there is adequate power supply for any equipment, lighting or appliances which will be operating during The Event. The Rentee shall make arrangements to tour The Lyric well in advance of The Event in order to plan electrical supply. SCDG is not responsible for any damage to The Rentee's nor the performer's property, including equipment, resulting from use of The Lyric's electrical supply.

XVI. LIGHTING & SOUND

SCDG shall provide their house technician for The Event, at a rate of \$30/hour, rounded to the nearest half-hour and that amount will be added to the remaining balance due at the end of the event. The house technician shall be responsible for the pre-event setup and sound checks and the operation of the lights and sound at The Lyric during the event. They shall keep track of their hours and report them to SCDG staff on duty.

Equipment which is the property of The Lyric, and may be available to The Rentee, is listed in Appendix 'A'. Should additional lighting and/or sound equipment be required, The Rentee agrees to specifically inform The Lyric of those needs in advance of the event. The Rentee is responsible for procurement and expense of this additional equipment.

Rental items which are the property of The Lyric and may be available to The Rentee for an additional rental fee and setup charge listed in Appendix "B".

XVII. PUBLICITY

The Rentee is responsible for all advertising, promotion and ticket sales for The Event.



XVIII. ALCOHOL

The Rentee shall adhere to all provincial regulations in terms of alcohol consumption.

The Lyric is obligated by law to refuse service of alcohol to minors and to any patron who is visibly intoxicated. Any minor or intoxicated patron found attempting to purchase or consume alcohol shall be asked to leave the premises and refused entry for the duration of The Event. Any patron found purchasing alcohol for the purpose of serving it to a minor or an intoxicated patron shall be asked to leave the premises and refused entry for the duration of The Event. There shall be no exceptions.

XIX. ADDITIONAL CONDITIONS AND CONSIDERATIONS

Additional conditions and considerations, as applicable, shall be outlined in Appendix "C", page 8 of this document.



APPENDIX "A"

INVENTORY OF AVAILABLE EQUIPMENT

It is the responsibility of The Rentee to make sure that all of their equipment is compatible with SCDG Light and Sound Equipment

4	Behringer Direct Boxes
4	Shure SM58 Microphones
1	Shure Beta 57 Microphone
1	Shure SM57 Microphone
1	Mason Wireless Headset or Lapel mic
1	Mason Wireless Microphone
3	Shure wireless headset microphones
4	Monitor Speaker cables
7	Specialty cables
20	XLR cables
20	¼ cables
2	4 foot, 8 channel snakes
3	Power amps in rack
8	Mic stands
3	Short mic stands
1	Music stand
1	Podium
5 pc	Sonor drum set with 3 cymbals, hi-hats and stool
1	Yamaha DGX 620 Electronic piano
1	Mason Dual Channel Receiver
1	Behringer X32 professional sound console
138	Chairs
50	Bar stools
11	Bar Tables
20	4 foot round tables
21	6 foot rectangular tables
15	4 foot rectangular tables

APPENDIX "B"

INVENTORY OF ITEMS FOR RENT

	Upright piano (Rentee is responsible for tuning fees)
	Projector (Epson EX5210) and screen
	Black rectangular tablecloths
	Black round tablecloths
	White rectangular tablecloths
	White round tablecloths
	White chair covers
	Black napkins
	White napkins



**APPENDIX "C"
RENTAL CONTRACT**

I. EVENT SPECIFICS

"Rentee":
"The Event": (description) Dining (event with a meal) ____ Concert (tables and chairs) ____ Theatre seating (chairs) ____
Expected Number of guests:
Start Time and Date:
End Time and Date:
Doors Open:
Doors Close:
Sound Check:
Lighting Check:
Decorating:
Split Time Schedule

II. CONTACT INFORMATION

Company: _____
Name: _____
Address: _____
City: _____
Postal Code: _____
Email: _____
Phone Number: _____
Cell Number: _____

Company: _____
Name: _____
Address: _____
City: _____
Postal Code: _____
Email: _____
Phone Number: _____
Cell Number: _____



III. ESTIMATED FEES

Base Rental (select one) Event @ \$500 @ \$ 600 @ \$900 @ \$1000 Meeting @ \$300 @ \$500	\$
10% off Base Rental For Members	
Damage Deposit	\$
Lyric Audio/LX House Technician Estimated number of hours ____ @ \$30 per hour	\$
Digital Projector setup @ \$30	\$
Microphone setup @ \$30	\$
Combined Digital Projector/Microphone setup @ \$50	\$
Bartender @ \$15/hr PER bartender Estimated number of bartenders ____ Estimated number of hours ____	\$
Cashier @ \$15/hr Estimated number of hours ____	
Other:	
TOTAL ESTIMATED RENTAL	\$
RENTAL DEPOSIT (due upon signing – non-refundable)	\$ 250
REFUNDABLE DAMAGE DEPOSIT (refer to section VIII)	\$250

All cheques to be made payable to **Southwest Cultural Development Group Inc.**

IV. STATEMENT OF AGREEMENT

I, _____ (print name), certify that I have read the terms of agreement and agree to abide by the terms and conditions as outlined in this Rental Agreement.

V. SIGNATURES

Rentee _____ Sign	Southwest Cultural Development Group _____ Sign
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Print Name _____

Date: _____

Print Name _____

Date: _____

The Rentee

_____ (print name)

_____ (signature)

_____ (date)

SCDG
Box 1143, Swift Current, SK, S9H 3W8

_____ (print name)

_____ (signature)

_____ (date)