



THEATRE ACCESS FOR NEW COMMUNITY INITIATIVES Sponsored by Port Coquitlam Theatre Society

Port Coquitlam Theatre Society offers a program of access to **Terry Fox Theatre** at reduced rental rates to enhance the initiatives of artistic and community organizations. Applications should reflect projects which are inclusive and open to the community and will assist the presenting organizations in a significant way towards achieving their artistic or charitable aims.

Eligibility

- Preference will be given to events taking place between September - November, and January – March.
- Any organization or group within the lower mainland of British Columbia who can fulfill the program criteria is invited to apply.
- Priority will be given to Port Coquitlam citizens or organizations when submissions of equal interest are made.
- Existing Terry Fox Theatre rental clients are welcome to apply in support of new initiatives, special events, or fundraisers.
- Successful clients are welcome to apply again for future years; however priority may be given to new initiatives or organizations.
- Port Coquitlam Theatre Society reserves the right to withhold execution of this program at its discretion.

Acknowledgement

The successful applicant will be required to acknowledge Port Coquitlam Theatre Society and Terry Fox Theatre at the event, in the program, and in media advertisements, if applicable. The Society may request 4 tickets for its own use.

Port Coquitlam Theatre Society provides a reduced rental fee for use of the Terry Fox Theatre and ancillary facilities included with that. One technician is included for basic lighting and sound. Custodial cost is included. Costs associated with seat levy, front of house, ticketing services, additional technicians, stage crews and rentals of additional equipment will be billed to the applicants.

	Monday – Thursday	Friday - Sunday	
	\$350 for 4 hours	\$450 for 4 hours	
	\$88 for each additional hour Bookings should not exceed 8 hours daily.		
	10% Deposit Payable at Time of Contract Signing		



THEATRE ACCESS FOR NEW COMMUNITY INITIATIVES

APPLICATION FORM

The successful application will be for events which aspire to meet the following objectives:

- To showcase or advance the performing arts.
- To showcase or advance Port Coquitlam residents or organizations.
- To support charitable causes, new ventures, fledgling organizations or emerging artists.

1. Organization Full Legal Name:

2. Contact Person: (name and position)

3. Mailing Address:

Phone: _____ Fax _____

Email: _____

Title of Event and Brief Description:

4. Date(s) Requested:

Day	Date	Time	Type of Event
e.g. Monday	e.g. September 28	e.g. 5:00-10:00PM	e.g. rehearsal / performance

Is the date(s) flexible, based on availability?



5. **Society Act Incorporation Number:** _____
Is the Society in good standing? YES NO

Federal Registered Charity Number: _____
(leave blank if your organization is not a charity)

6. **Please provide a brief history or overview of the organization including events produced within the last two years, if applicable.**

7. **Please describe the organization's history with Terry Fox Theatre if it exists.**

8. **Please outline how receipt of this rental rate will assist the organization in its artistic or charitable aims.**

Mail completed application to: Port Coquitlam Theatre Society
1260 Riverwood Gate, Port Coquitlam, BC, V3B 7Z5