



VICTORIA UNIVERSITY

IN THE UNIVERSITY OF TORONTO

ISABEL BADER THEATRE RENTAL APPLICATION

*This form is for inquiry only-**information provided does not secure a booking.***

Please email completed form to: vic.spaces@utoronto.ca

Contact name:		Organization:	
Title		Telephone:	
Address:		E-Mail	
Postal code:		On site contact:	
Business/HST #:			

Event Details (This is mandatory for all events)

Nature/description of event:			
Name of event:			
Please provide a description of the event content below:			
Will your event be open to University of Toronto students, staff and faculty?:		Are there sponsors/partners supporting this event? Will performers, speakers or guests be coming from outside of Canada?	
Required room capacity		Do you require Internet Services?	Yes No Unsure
Required rental date(s):			
If requested date is unavailable, please provide up to two alternate dates and times:			
Event Timeline	Venue access time:	Event start time:	
	Guest arrival time:	Event end time:	
	Theatre doors open:	End time (doors close):	
Do you want to livestream? *See Tech Sheet Below	Yes to Broadcast	Yes to Livestreaming	Yes to Archive None
Do you require dressing rooms?	Yes No	If yes how many:	
Do you require bar/liquor services?	Yes No		

<p>Do you require catering services? If yes, please provide a brief description below: (Please note: Victoria University does not allow external catering on premises)*</p> <p style="text-align: center;">If yes, when is catering preferred?</p> <p style="text-align: center;">Pre-Show Intermission Post-Show</p>	
<p>Will your event be advertised? Please explain where and what platforms. Yes No</p>	

**Please note we require 3 weeks notice of all catering requests. If the event date is less than 3 weeks away we cannot guarantee to fulfill the request.*

REQUIRED: Please expand on technical requirements for you event (microphones, stage set up, lighting, sound etc.):

Additional Comments:

OFFICE USE ONLY	
Event Coordinator	
Date:	
Manager Approval:	
Date:	



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ISABEL BADER THEATRE TECHNICAL AND LOBBY REQUIREMENTS

Please check off the components that are required for your event.

Audio

Wired Microphones* (If yes, how many: _____)

Wireless Microphones* (If yes, how many: _____)

**Please note that we can use only 12 wireless microphones in combination with our house receivers. If you require additional microphones you will need to provide them*

Lavalieres (If yes, how many: _____)

Microphone Stands (If yes, how many: _____)

Podium with Gooseneck Microphone (Immoveable)

If Yes, Which Side:

Stage Left

Center Stage

Stage Right

Live Mixing or DJ-ing on Stage

Comments: Please explain your audio requirements in detail for use of the Theatre:



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Video

- Academic Projection Screen

**Please note this will cut your stage size in half, as it is hung mid center stage*

- PowerPoint Slideshow

- Mixed Media (from one application to another; use of switcher required. For example, PowerPoint to YouTube, video to Zoom link, etc.)

- Will you be controlling any PowerPoints/slide yourself (for example, at a Podium or with a clicker to advance Slides, from backstage)

- Full Stage Film Screen (For film screenings)

**Please note this will cut the stage to the proscenium only, and additional components of your event may not be facilitated*

- Require Support for Transitioning From One Piece of Media to Another Cued by Technical Staff

Comments: Please explain your video requirements in detail for use in the Theatre:

Lobby

- Tables in the Lobby (If yes, how many: _____)

- Table Linen in the Lobby (If yes, how many: _____)

- Use of Banners or Signage in the Theatre

**Please note Victoria University does not provide easels or implements to support/hang materials*

- Chairs in the Lobby (If yes, how many: _____)

- Programs to be Handed Out

- Internet Services for Ticketing Purposes

**Please note that private Wi-Fi can be requested two weeks in advance of an event*



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Livestreaming

- Requires Livestreaming Services to an Online Platform for a Synchronous Event*

**Please note IATSE Staff are required to be booked to support any livestreaming staff within the Theatre. Please note the Isabel Bader Theatre can provide lines for audio and video but does not have the technology in house to record or livestream for you, and additional equipment from a third party is required*

Comments: If wanting to livestream, please provide company contact information and input/gear being brought to the Theatre here:

- Recording for Archival Purposes

- Recording to Broadcast or for Profit (Youtube Monetization, commercial, business)

Comments: If recording, please explain use of recording here:

- Any reason to ask for a connection to the sound board that is not for recording or livestreaming purposes



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Miscellaneous

Use of Main Theatre Curtain

**Please note: Main Theatre curtain is to be done by IATSE Local 58 hired staff only*

Use of Piano: Steinway 9' (2.7 Meters)

**Please note there is an additional rental cost and tuning required*

Use of Any of the Following:

- Confetti
- Helium Balloons
- Glitter
- Candles

Bringing Own Dance Floor (Marley/Roscoe)

**Please note the Isabel Bader Theatre does not have a professional dance floor or tape. Install and strike labour for dance floors will apply*

Intense Lighting/Music Cues (Dance shows, musical theatre, galas, etc.)

**Please note that a technical rehearsal is required at the Theatre's discretion based on cue list received in advance*

Mark Tape/Glow Tape Use on Floor

**Please note that use of tape must be approved by Head Technician prior to laying on the stage floor*

Chairs on Stage: (If yes, how many: _____)

Tables in the Wings (for props, Stage manager, etc.): (If yes, how many: _____)

FOR OFFICE USE ONLY			
Coordinator Approval		Head Technician Approval	
Date		Date	
		Number of Technicians Required	