



Charlotte Street Arts Center (CSAC) Booking

732 Charlotte Street, Fredericton, NB E3B 1M5; phone 454-6952; fax 454-6956; email csac@nb.aibn.com

Please complete the following and return to Charlotte Street Arts Center.

See page 2 for fees and other details on booking events.

Auditorium _____ Multi-Purpose Room _____ Foyer _____

Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Event: _____

Date(s) requested: _____

Time: _____

Use of Equipment: Yes _____ No _____ Technician: Yes _____ No _____

Noise Level: Loud _____ Medium _____ Normal _____ Low _____

Audience: Number expected _____

SET UP: Chairs: _____

Tables: _____

Special Instructions: _____

FAL has qualified technicians at \$15/hour. Clients who require the CSAC sound, lighting and/or projection equipment must pay technician directly for his services. If you require technical services, please let us know and we will give you the technician's contact information.

Catering services are available from Sweet Belgian Desire Café located in the Charlotte Street Arts Center. Please contact Katherine or Roel at 506-455- BELG (2354) or fax at 506-455- BELG for catering menu and prices. Email info@sweetbelgiandesire.com. Alternately, clients may make their own arrangements with another caterer.

A Deposit equal to 33% of the rental fee is payable at least three weeks in advance. No booking will be confirmed until the deposit has been received. This deposit is not refundable if the booking is cancelled within three weeks of the event.

The following will be completed by CSAC and an invoice sent to you.

Rental Fee: \$ _____ Equipment Fee: \$ _____ Deposit Required: \$ _____

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CHARLOTTE STREET ARTS CENTER SERVICE OFFERINGS AND FEES

1. Rental Fees

Auditorium Rental Fees

The basic venue rental includes the use of: (a) the theatre stage; (b) audience – seating area for 175 persons maximum; (c) tables and chairs.

Fees: Full day: \$175.00 (over 4 hours) Half day: \$115.00 for up to 4 hours
Second and subsequent days: \$115.00

For use of lighting, sound and/or projection equipment: \$25.00

Technician services: \$15.00 /hr.

Dimensions of the Auditorium (width x length): Stage: 32 x 21 ft
Total area: 32 x 62 ft
Height floor stage to grid: 11 ft

Multi-Purpose Room Rental Fees

Not-for-profit cultural organizations: \$50.00/day \$25.00/half day (up to 4 hours) \$8.00/hour
Other clients: \$80.00/day \$45.00/half day (up to 4 hours) \$15.00/hour

Dimensions of Multi-Purpose Room (width x length): 15 x 27 ft

A 33% deposit fee is required to hold the venue (also see cancellation policy).

2. Auditorium Hours

Zoning regulations require all performances and public events at the CSAC to end before 11:00 pm. Arrangements for take down/clean up after 11:00 pm must be approved by FAL staff. No stand-up concerts will be permitted.

3. Security

If FAL deems that security should be in place for any events, FAL will hire the security which the individual/organization renting the facility will be required to pay.

4. Technical Equipment

FAL has a qualified technician for clients who require the CSAC sound, lighting and/or projection equipment. He must be contacted directly and paid directly for his services. You can request his contact info from FAL.

5. Front of House, Publicity and Security Services

FAL does not provide any front of house services at this time. All publicity and ticket sales are the responsibility of the client. For a website notice on FAL's website, www.charlottestreetarts.ca, send information to csac@nb.aibn.com.

6. Food and Beverage Services and Fees

For your convenience, Sweet Belgian Desire Café in the CSAC can provide catering services if desired. Contact them at 506-455-2354 or info@sweetbelgiandesire.com for catering menu and prices. Alternately, clients may make their own arrangements with another caterer. No liquor may be served or sold on the site at the CSAC without a liquor license. Clients must make their own application for a license. Forms are available in the Administration office.

7. Janitorial and Maintenance Services and Fees

Clients are responsible for leaving the FAL facility in the same physical condition as when it was rented, which includes picking up all litter associated with their event. If the facility has not been properly maintained, FAL will charge clients as follows:

Janitorial Staff: \$15.00/hour Property Damage: Cost to replace/repair + 5% administration fee

8. Insurance Service and Fees

While on-site at the CSAC facility, clients are responsible for any damage or harm to their own property and personnel.

9. Reproduction Rights Services and Fees

The client is required to pay applicable licensing fees that must be legally submitted to Canadian reproduction rights organizations.

10. Cancellation Policy

If the client should cancel the rental agreement with FAL for any reason, the deposit fee will be retained by FAL; as well, the client will pay any additional costs FAL has incurred on their behalf. If CSAC is forced to close unexpectedly due to circumstances beyond FAL's control (e.g. severe weather, fire, etc.), the client will have the right to reschedule their CSAC activity at no additional cost, or be reimbursed their deposit fee.

11. Keys

A \$20.00 deposit is required for all keys provided. Deposit will be returned immediately upon return of keys.