



CENTREPOINTE THEATRE RENTAL APPLICATION

www.centrepointetheatre.com

The information you provide on this form is used to prepare your Ottawa Rental Contract. Incomplete applications will delay the process of reviewing and approving your booking. Your event is not confirmed until all applicable deposits have been paid and there is a signed contract.

Please return the signed and completed form with the deposit to:

Client Services, Centrepointe Theatre, Ben Franklin Place
101 Centrepointe Drive, Ottawa, Ontario, K2G 5K7

Phone: (613) 580-2701; Fax: (613) 580-2704; Booking Clerk Phone: (613) 580-2424 ext. 41216

LICENSEE INFORMATION

Legal Name of Applicant:	
Mailing Address:	
Phone #:	Fax #:
Applicant Status: <input type="checkbox"/> Commercial	<input type="checkbox"/> Non Profit
GST#:	Non Profit Reg. #:

LICENSEE CONTACT INFORMATION

Position	Name	Phone (day/cell)	Email
Main Contact			
Signing Authority			
Production			
Marketing			
Box Office			
Other			

EVENT DETAILS

Event Title:	Date(s) requested:
# of Public Performances:	Show Dates & Time(s):
# School Shows:	
Load-in Time:	Performance Length:
# of Intermissions:	Video Recording: <input type="checkbox"/> Yes <input type="checkbox"/> No
# Performers: # Production Crew:	
Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Archival	
Check One: <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event <input type="checkbox"/> School Performance	

FRONT OF HOUSE

Merchandise Sales: <input type="checkbox"/> No <input type="checkbox"/> Yes – Description: _____
Reception: <input type="checkbox"/> No <input type="checkbox"/> Yes
Date: _____ Location: _____
Start & End Times: _____ Projected Attendance: _____

