

## **Big Secret Theatre – Frequently Asked Questions for Renters**

### *Do I need insurance?*

All rentals that bring the general public in to the Big Secret Theatre are required to provide proof of insurance in the amount of \$5,000,000 and this insurance must recognize Arts Commons and One Yellow Rabbit as co-insured.

If you currently have an insurance provider for public liability in a smaller amount, you can ask to have the amount increased to \$5,000,000 for the period of your rental, and ask to have Arts Commons and One Yellow Rabbit named to the policy for the period of the rental.

If you don't already carry public liability insurance, two companies that we can suggest are Aon or Toole Peet, but any insurance company should be able to provide you with what you need and expected costs should be between \$200 and \$500, depending on the length of time of your rental. You can also use Eventpolicy.ca

### *How are performance rights for the use of music handled?*

One Yellow Rabbit is licensed through SOCAN and Re:Sound to provide the rights for the use of "background" music that can be played before and after a performance, as well as during intermission. This fee is incorporated in to your general rental costs. For other music uses, such as the use of recorded music for a reception, wedding, etc., or for the use of music within the body of a production, there are additional fees which will be charged to you as part of your rental agreement and will be submitted to SOCAN and/or Re:Sound on your behalf. Alternatively, if you already work under one or more of these agreements, you can include your rental in your own reporting and pay these fees directly to SOCAN / Re:Sound. Please see the Big Secret Theatre Rental agreement for more detail.

### *Can you provide information about my show on the One Yellow Rabbit web page?*

We do not promote rental performances on the One Yellow Rabbit or High Performance Rodeo web page unless they are produced, in whole or in part, by One Yellow Rabbit. We can, however, list your event on the VENUE page of our website, under "What's On", with a link that goes to your own website for event and ticketing information, if you wish to provide us with the appropriate information. If you are selling tickets through the Arts Commons Box Office, your show information will also be listed on the Arts Commons website.

### *Do I have to use the Arts Commons Box Office to sell my tickets?*

In general, the answer is yes. When you rent the Big Secret Theatre, you are agreeing to abide by the policies of Arts Commons, which includes using the Arts Commons ticketing system. You can sell your own tickets at the door, but you cannot use any other on-line 3rd party ticketing system, such as Eventbrite, TicketSpice, etc. You may sell tickets directly from your website,

using PayPal or other sales apps, but you must still have physical tickets printed for you and provided by Arts Commons, and you must still charge the Capital Replacement Fund Surcharge. All details are covered in Clause 10 and Appendix B of your rental contract.

*Should I be including the One Yellow Rabbit logo on my programs and posters?*

No. As we are not the producers of your work, we ask that you not use our logo on any of your materials.

*Can we put up show posters in Arts Commons?*

If you are selling tickets through the Arts Commons Box Office, they will display one of your posters at the Box Office. They will also include your poster in digital displays throughout the building. You must submit your poster in an 11 x 17 digital format (jpeg, pdf or tiff) to [hangrove@artscommon.ca](mailto:hangrove@artscommon.ca)

We may also be able to place your posters in our own display cases, provided that they are not already in use for our own internal purposes.

*Can we use the One Yellow Rabbit Box Office window?*

In general, the answer is no. We will arrange to provide you with a table in front of the theatre entrance for your ticket pick-ups and sales prior to your performance each evening. It will be your responsibility to provide staff or volunteers to man this table. You will still be expected to provide your own box office staff or volunteers.

*Do I have to use Arts Commons Front of House staff?*

All events that include the general public must employ an Arts Commons Front of House manager. You must also provide a minimum of 2 volunteer ushers, or you can pay for the services of Arts Commons ushers for your event. The details are laid out in your contract in Clause 9. An Arts Commons Front of House Manager is required to ensure that there is a person who is properly trained and familiar with all safety, security and emergency procedures on site while the general public is in attendance at the Big Secret Theatre. Please see your contract or the Big Secret Theatre Rental Rates sheet for details on the cost of Front of House staff.

*Are there fridges available for catering use.*

No. We have 2 beer fridges behind the bar that are used solely for bar service, and two small fridges (one in the dressing room and one behind the bar) that are not large enough to accommodate catering trays.

*Can we paint the floor, move the audience risers or make other alterations to the physical space?*

All alterations of the physical space, including painting, or the placement of the audience risers, must be approved in advance by the Company Manager, as part of your contract negotiations. Additional labour charges will apply for both the alteration and the restoration.

*Can we provide our own bar service or bring in our own liquor?*

No. The Big Secret Theatre is only licensed for liquor purchased or provided through our own bar service. If you are interested in bar service for your event, please ask about a bar service contract, which is separate from your rental contract. All bar sales remain the property of One Yellow Rabbit.

As at: April 2018