

# Meadowvale Theatre

## Information Document

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### 1. Welcome to the theatre

- a. Meadowvale Theatre
- b. Rules and Requirements
- c. Paperwork
- d. Contact

### 2. Equipment

#### a. Lighting

- i. Overview
- ii. Plot
- iii. Fixtures
- iv. Special FX

#### b. Projection/ Media

- i. Overview
- ii. Control
- iii. Equipment
- iv. Formats

#### c. Audio

- i. Overview
- ii. Plot
- iii. Equipment List
- iv. Other Equipment

#### d. Rigging

- i. Overview
- ii. House Line-set List

### 3. Backstage

- a. Overview
- b. Dressing Rooms
- c. Access, Security and Operations
  - i. Stage Door
  - ii. Safety Instructions
  - iii. Traffic between the Lobby, Audience Chamber and Backstage during a performance
  - iv. Food and Drink
  - v. Parking
  - vi. Fire Exit Routes and Doors
  - vii. Audience Chamber Occupants during rehearsals
  - viii. Off Limits areas
  - ix. Special Effects
  - x. Client Property
  - xi. Stage Manager
  - xii. SIGNING SHEET
  - xiii. Technical Charge Back Rates

### 4. Staffing

### 5. Video

### 6. Drawings

### 7. Glossary

### 8. Technical Questionnaire

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## 1 Welcome to Meadowvale Theatre

### 1.a Meadowvale Theatre

Welcome to the Meadowvale Theatre. We would like to ensure that everyone that comes through enjoys the show from beginning to end. Producing and running a show can become stressful, and we would like to relieve as much of the stress as possible. Should you have any questions please feel free to contact any of the staff.

### 1.b Rules and Requirements

Like many places there are specific rules that we would like everyone to follow. Usually these are related to safety and operations. Please take some time to read through them and ask questions as needed. This will ensure there are no surprises during your rental.

### 1.c Paperwork

When entering the theatre stage plots, lighting design/plans, sound requirements/designs, schedules and cue sheets should be completed and ready to hand to the crew. You will find that having these things ready before you arrive allows for smooth operations on the day of.

**The questionnaire must be COMPLETELY FILLED OUT and returned six (6) weeks PRIOR to the first rental date.** This form provides us with information about your planned event but no set up will be done prior to the start of your rental. All preparatory work must be scheduled by the renter as part of your activities in the building. All technical work to restore the theatre will also be part of your rental even if this continues to take place after you have departed.

### 1.d Contacts:

Geoff Nantes: Supervisor, Technical  
and Building services  
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## 2. Equipment

### 2.a Lighting

#### Overview:

Meadowvale Theatre provides a basic lighting plot which will be hung and circuited prior to your arrival. Since focus and colour vary with each show, this must be done as part of your set up. Lights may be moved, but the basic plot must be restored when you leave. If you have any specific lighting needs or ideas please discuss them with the Technical Office well in advance so that we can be prepared for your arrival. If you need more than two lights specially hung and focused, you may need to include extra time in your rental for a proper hang and focus. Meadowvale Theatre's selection of stock Roscolux gel colours are available to clients at no cost. If you require specific colours or gobo patterns please contact the Technical Office well in advance of your rental. If you are planning more complex lighting please contact us for Theatre Plans and House Plot information.

The lighting system at Meadowvale consists of a wide variety of hanging positions, and 255 circuits run throughout the building. There are 4 on deck LX pipes and 12 floor pockets for booms. Lighting storage is located within the structural steel. Extra time may be required if a full re-hang is planned. There is an available wireless lighting network that would allow you access to the ETC off line software. Please note that the theatre doesn't carry the dongle to allow for interaction through external computers or devices.

- ii. Plot: Please request a current copy
- iii. Fixtures:

12	Source Four 19°	750w
26	Source Four 26°	575w
50	Source Four 36°	575w
35	Source Four Zoom 25/50	575w
30	Source Four 6" Fresnel	575w
20	Source Four Parnel	575w
10	Source Four Par (medium)	575w
25	Strand SL 26°	
30	Strand 2206 – Zoom	
5	Strand 2209 – 6x9	
5	Strand 2212 – 6x12	
10	Strand 2220 – 20°	
5	Strand 2240 – 40°	
10	Strand 6" Fresnelite -	
16	Strand 8" Fresnelite -	
2	Phoebus Ultra Quartz Followspots	

**iii. Paperwork:**

- a. Please request a current copy of the house files. These change often and the only way to ensure accuracy is to produce this information upon request. The house plot contains standard lighting areas and is available at any time.

**iv. Special Effects:**

Special Effects that have additional rental costs associated with them are marked with \*. Please ask for demonstrations or prices.

- a. B sized Gobos – Please ask to see current inventory
- b. 1 x Mirror ball – 16” with ADJ DMX controlled motor
- c. 1 x Radiance Hazer\*
- d. 5 x SS100 LED cyc cells (typically for ground row)
- e. 2 x Pathport nodes available for additional dmx locations.
- f. 8 x 10’ Lighting booms\* costs based on installation time.
- g. 2 x Rosco 1700 fog machines\*
- h. 6 x Chauvet 250w Q-spot 200 \*
- i. 8 x Elation 160w Platinum 5R \*
- j. 2 x ETC Smart Bar 2 – 4 x 10A TL

**v. Control:**

- a. 1 x ETC ION with:
  - i. 2 x fader panels
  - ii. Focus remote
  - iii. 3 x Sensor Dimmer Racks ( 255 dimmers )

**2.b. Projection/Media**

i. Overview:

A permanent projection set up is available for use. Included in the system is the ability to do power point style presentations, videos and static images, cue playback functions, DVD’s and the infrastructure for cameras and live event streaming. Please contact the Technical coordinator for more information.

ii. Control

- a. 1 x Newtrek Tricaster Studio
- b. 1 x Show Cue systems –cue list software

iii. Equipment

- a. 1 x 5500 Sanyo projector
- b. 1 x 9’x12’ front projection screen (located in front of the main curtain)
- c. 1 x cyclorama projection screen (located at the back of the stage)

iv. Formats: Please contact the technical office for format requirements

## 2.c. Audio

### i. Overview:

The in house audio is an Electro Voice Xi Series. It is a Left Center Right with two 18" subs. There is no access to the FOH processor or amps. Questions or concerns should be raised prior to the rental. There is a variety of monitors available with patch points located around the building.

If your production involves more than one microphone and/or live music and/or singing and/ or monitor speakers (monitor speakers provide sound to performers on stage), you must contact the Technical Office to provide details (stage plot, instrument list) as live music requires time to sound check and cannot be appropriately accommodated without notice.

### v. Plot: Please request a current copy

### vi. Inventory

- |  |                                    |
|--|------------------------------------|
| a. 6 x Sure SM 58's  | m. 2 x AT871                       |
| b. 6 x Sure SM 57's  | n. 1 x AT250                       |
| c. 4 x Sure Beta 58's  | o. 4 x PCC160                      |
| d. 2 x Sure Beta 57's  | p. 1 x D112                        |
| e. 1 x Sure Beta 56's  | q. 2 x C391-B                      |
| f. 2 x Sure SM 81's  | r. 1 x TGX 48                      |
| g. 3 x Senn. 904   | s. 1 x TGX 47                      |
| h. 2 x Senn. 905   | t. 1 x Opus 88                     |
| i. 2 x Senn. 906   | u. 2 x Active Direct input boxes   |
| j. 4 x Senn. 935   | v. 4 x Passive Direct input boxes. |
| k. 2 x Senn. 945   |                                    |
| l. 1 x Apex drum kit   |                                    |
| w. 4 x AT 8538 hanging choir mics  |                                    |
| x. 12 x Sennheiser G2 wireless receivers   |                                    |
| i. 14 x body packs ew500   |                                    |
| 1. 6 x Senn. Double ear headsets   |                                    |
| 2. 16 x MK2 Gold   |                                    |
| 3. 8 x Countrymen E6 single ear  |                                    |
| ii. 4 x Senn. EW 935 Hand held mics  |                                    |
| iii. 4 x Senn. EW 907 Hand held mics   |                                    |
| y. Wireless communication. Numbers vary based on Meadowvale Theatre crew requirements. |                                    |

### vii. Control:

- a. Digico SD9 with D-Rack
  - i. 40 channels (Mono or Stereo)
  - ii. 12 Auxiliaries
- b. 2 x D-Rack 32 x 8 with 8 additional local inputs and outputs on console
- c. Computer work station running Show Cue Systems.

## 2.d Rigging:

### i. Overview

Meadowvale Theatre has a limited stock of rigging hardware available and will require that you **bolt** any hard scenery to approved rigging hardware before flying. All constructed scenery to be flown must be glued and screwed together.

All sets, props, curtains, drops or soft goods must be treated with appropriate flame retardant material. Please be prepared to supply samples for flame testing and provide complete information regarding the products used. (Bring the containers with you.) There is to be no pinning or attachment of anything to any of our theatre curtains.

Cycloramas are fragile; please be aware that you will be responsible for replacing it should it be damaged. Keep this in mind if you activities bring people, props or set pieces closer than 2 feet to the cyc.

The Fly system at Meadowvale consists of 26 single purchase counterweight line sets. There is a 1000Lb load limit per line set. The theatre requires several line sets to operate. These are dedicated and will not be available for client use. All rigging should be discussed prior to rental. All outside vendors must be in communication with the Technical Coordinator. Any items deemed not suitable for flying by the technical supervisor will not be allowed to fly. During the run of a show the only persons allowed to operate any of the rigging system components shall be an employee of the City of Mississauga. To operate any fly's during a show a dedicated fly operator is required. **The Supervisor will NOT be running fly cues.** Shows requiring the main curtains without the use of a fly operator have the option of operating the main curtain travelers on their own.

### Stage Right "Fly Rail":

The Meadowvale Theatre is equipped with a counterweight system which is manually operated from Stage Right. No props, costumes or other items are to be stored on or near the "fly rail". A clear path must be maintained for crew to access the controls at all times.

ii. Lineset list:

	IMPERIAL	METRIC	NOTES	Pipe Trim	
Fire Curtain width	4½"	23.3 cm.			
<b><u>FROM UPSTAGE EDGE OF FIRE CURTAIN TO:</u></b>					
Line 1	(Valence)	3"	7.5 cm.	Permanent	28' 1"
Line 2	( 9x12 projection screen)	7¼"	18.5 cm.	narrow items only User Defined*	
Line 3	(Main Drape)	2' 1½"	64.6 cm.	Permanent	
Line 4	(#1 electric)	3' 10"	1.17 m.	Permanent	22' 0"
Line 5	(1 <sup>st</sup> Legs)	4' 6"	1.372 m.	User Defined*	
Line 6	Mirror Ball	5' 10"	1.778 m.	User Defined*	
<b>Line 7</b>	<b>Available</b>	6' 10"	2.83 m.		
Line 8	(1 <sup>st</sup> Border)	7' 4½"	2.243 m.	User Defined*	27' 8"
Line 9	(#2 Electric)	9'	2.743 m.	Permanent	22' 0"
Line 10	(2 <sup>nd</sup> Leg)	10' 10"	3.302 m.	User Defined*	
Line 11	(Black Scrim)	12' 1½"	3.67 m.	User Defined*	
<b>Line 12</b>	<b>Available</b>	13' 5½"	4.96 m.		
Line 13	( 2 <sup>nd</sup> Border)	15'	4.573 m.	User Defined*	27' 10"
Line 14	(3 <sup>rd</sup> Leg)	15' 10¼"	4.833 m.	User Defined*	
Line 15	(#3 Electric)	17' 3"	5.252 m.	Permanent	22' 0"
Line 16	( Mid Traveller )	18' 11"	5.766 m.	Permanent	
<b>Line 17</b>	<b>Available</b>	20' 3¾"	6.192 m.		
<b>Line 18</b>	<b>Available</b>	21' 5"	6.53 m.		
<b>Line 19</b>	<b>Available</b>	22' 6¾"	6.876 m.		
Line 20	(3 <sup>rd</sup> Border)	23' 2"	7.61 m.	User Defined*	27' 10"
Line 21	(4 <sup>th</sup> Leg)	23' 9"	7.239 m.	User Defined*	
Line 22	(#4 Electric)	25' 6"	7.772 m.	Permanent	22' 0"
<b>Line 23</b>	<b>Available</b>	28' 5¾"	8.655 m.		
<b>Line 24</b>	<b>Available</b>	29'	8.839 m.		
Line 25	(Traveller)	30' 10"	9.398 m.	Permanent	
Line 26	(Cyclorama)	32' 1½"	9.792 m.	Permanent	
Back Wall	36 8½"	11.195 m.	Permanent		
<b><u>FROM DOWNSTAGE EDGE OF FIRE CURTAIN TO:</u></b>					
Front Lip of the Stage	10' 7½"	3.233 m.	Permanent		
Opera Pipe (dead hung at 22' 6 " / 6.858 m.)	4' 2"	1.651 m.	Permanent		
FOH #1	14' 2¾"	4.327 m.	Permanent		
FOH #2	29' 2½"	8.903 m.	Permanent		

### 3. Backstage

#### 3.a Overview:

The theatre has 4 available dressing rooms and a green room. *The staff room kitchenette is no longer available.* Internet access is available through the City of Mississauga wireless network (Wireless Mississauga). It is an open network and requires a library card to access. This network is not managed by the theatre and users are obligated to comply to the code of conduct set out by the City of Mississauga Network Services Staff.

Costume changes are encouraged to take place in the change rooms only. A quick change booth can be accommodated on stage should it be required. At no time should any public areas (including areas available to crew and supervisors) be used as a change booth. **This includes but not limited to the backstage hallway, the pit and light locks.**

#### 3.b Dressing Rooms

- i. Dressing Rooms Main Floor.
  1. 1 x 11 people
  2. 1 x 7 people
- ii. Dressing Rooms Second Floor
  3. 1 x 12 people
  4. 1 x 10 people
- iii. Green Room  
With fridge, sink and vending machines for snacks and drinks

#### 3.c Access, Security and Operations

The producer or producer's delegate (authorization contact) is required to sign into the building and allow access for cast and crew. A pre rental walk through is encouraged but not required. **A final walk through at the end of the rental is required.** Any parties who wave this option accept full responsibility for any items listed on the final settlement.

Access to the building will be granted at the time listed on the technical forms provided by the shows producer. Changing these times requires authorizing signatures from both the technical supervisor and producer. These changes often reflect increases on the final settlement and therefore must be discussed.

Lobby access is restricted to times when there is a front of house supervisor scheduled. It is the client's responsibility to ensure that they have scheduled time to setup décor prior to their show with the theatre administration.



I. **Stage Door:**

Control of the Stage Door and backstage access must be discussed with the Technical Supervisor to maintain security, especially if children will be a part of your event. **We strongly recommend that the Stage Door be monitored at all times.**

II. **Safety Instructions:**

Please expect to have the Technical Supervisor speak to your cast/group at the beginning of your first rehearsal for a few minutes to discuss operating guidelines, fire procedures and other safety concerns.

Please make sure that your group leaders are aware of our Emergency Procedures

**Fire:** If the fire alarm sounds you must evacuate the building. Please use the nearest backstage exit and gather at the north - west corner of the parking lot.

**Blackouts:** If the power goes out, please remain where you are until you receive instructions from Meadowvale Theatre Staff.

**Injury:** If there is an injury, please inform the Meadowvale Theatre Technical Supervisor immediately.

III. **Traffic between the Lobby, Audience Chamber and Backstage during a performance:**

**Note: All doors between the backstage areas and the lobby/audience chamber will be locked during your performance.** This is because we must have ticket control over the audience chamber at all times even if admission to your event is free. This also allows better control over backstage access. If you intend to seat participants in the audience chamber please discuss ticketing for them with the Meadowvale Theatre Administration Office and your Front of House Supervisor. If you have participants who need access from the lobby to backstage please discuss this with your Technical Supervisor and Front of House Manager as this may require the assignment of additional ushers to monitor these doors. No costumes, tap shoes or stage makeup is to be worn in the audience chamber. Guests are not permitted backstage.

IV. **Food and Drink:**

Food and drink are prohibited onstage, in the audience chamber and in the control booth at all times. The exception is the allowable use of water bottles in areas deemed a safe distance from electric cables and equipment. Due to Health & Safety Regulations, **food preparation is not allowed.** Food may be taken to the green room but must be cleaned up at the end of the night. No outside food is allowed in the Lobby or Front of House area at any time. Food may be handed out to audience members as they leave the theatre for the night.

V. **Parking:**

Please reiterate with all members of your group that there is no parking against the Theatre (unless the appropriate handicapped parking permit is displayed). The parking lot of West Credit Secondary School is to be used at all times. The posted fire routes must be kept clear at all times (the facility is often monitored by parking control officers). Encouraging cast members to carpool is highly recommended.

VI. **Fire Exit Routes and Doors:**

All exits must be kept free and clear at all times. No costumes, properties, etc are to be hung from fire equipment, emergency lighting fixtures or backstage equipment, including dressing room lights, at any time.

VII. **Audience Chamber Occupants during rehearsals:**

If there are more than 20 people in the audience chamber for rehearsals (parents, friends, cast members), Meadowvale Theatre's Front of House staff will be required\*. Please remember to discuss this with the Meadowvale Theatre Administration Office and include this information on your Box Office and Front of House forms.

VIII. **Off Limits areas:**

Various areas of the Theatre are designated off limits to unauthorized personnel. This includes but not limited to the control room, maintenance and mechanical rooms, the lighting catwalks and administration offices during shows. These areas are to be avoided.

IX. **Special Effects:**

**If you plan to use special effects in your show, you must provide an operator.** Meadowvale Theatre has very strict guidelines that generally ***do not permit the use of explosives, fireworks, sparklers, incense, incense sticks, candles, open flame or cigarettes on stage.*** Please be aware that there is a fee for the use of confetti in the theatre. If a particular effect is integral to your production, please discuss it with us well in advance. All special effects must be approved by the Technical Coordinator before your group arrives at the theatre.\* Where firearms (real or replica) or pyrotechnics are used, the appropriate government permits and licensing will be required. For additional information please take a look at [www.theatreontario.org/media/60486/guidelines\\_mol\\_v3.pdf](http://www.theatreontario.org/media/60486/guidelines_mol_v3.pdf) or contact the theatre. Please ensure front of house is aware of any special effects so that signs may be posted.

X. **Client Property**

All client property must be removed from the facility at the conclusion of your event/rental. Failure to do so will result in removal and disposal at the discretion of the City of Mississauga and at the expense of the client. Any deliveries to the theatre must be discussed with the Meadowvale Theatre Administration Office to avoid unnecessary charges.

XI. **Stage Manager:**

Please ensure your Stage Manager (**you need to have one**) is the first person to arrive so that they can discuss scheduling and our safety instructions for your group. It is suggested that your Stage Manager do a walkthrough with the Technical Supervisor upon your arrival and upon departure to ensure that there are no unexpected cleaning or damage charges. Kindly post signs with tape that does not damage our walls. The Technical Supervisor will provide tape for posting signs (or spiking the stage), if required. Depending on the number of people attending your rehearsal or performance, we may require you to assign Security Personnel to maintain order backstage/front of house\*.

**AUTHORIZATION SHEET**

<b>Sign In</b>			
<b>Supervisor:</b>			
<b>Group Name/Show:</b>			
<b>Date:</b>			
<b>Group Time In:</b>			
<b>Authorizing Name (Please Print)</b>			
<b>Breaks:</b>			
<b>Lunch ( 11:00 – 13:00 )</b>	<b>INT</b>	<b>Dinner ( 16:00 – 19:00 )</b>	<b>INT</b>
<b>Time Out:</b>		<b>Time Out:</b>	
<b>Time In:</b>		<b>Time In:</b>	

***Technical Supplies***

Item	#	Item	#
Hazer		Rehearsal Hall	
Fogger		Confetti	
Movers		Gaff Tape	
W/L Mics		Spike Tape	
W/L Comm		Black light	
Tech Meals		FOH Meals	

***Staff***

<i>Position</i>	<i>Number Required</i>
Supervisor	
Lighting	
Audio	
Fly	
Stage Hand	

**End of Day Check List:**

<b>Exits Clear</b>	<b>Yes / No</b>		<b>Dressing Room Tidy/ ** No Food</b>	<b>Yes / No</b>
<b>Stage Clean/Garbage removed **</b>	<b>Yes / No</b>		<b>Shop Tidy</b>	<b>Yes / No</b>

<b>Time Out:</b>	<b>Close Down: + + : _____</b>	<b>Client Initial for close down time</b>	<b>Request Follow up:  Yes / No</b>	<b>Time in tomorrow:</b>
<b>Authorizing Name:</b>		<b>Authorizing Signature:</b>		<b>Supervisor Signature:</b>

\* All shaded areas to be filled in by client \*

\*\* Cleaning charges may still apply \*\*

# Meadowvale Theatre Technical Charge Back Rates 2011-2012

All Applicable Taxes and Service Charges are not included

## Staffing Charges:

<b>Supervisor</b>	\$44.00 per hour
<b>Technicians (LX, Sound, etc.)</b>	\$23.00 per hour
<b>Meal Charges</b> <i>(per person, per infringement)</i>	\$20.00

## Equipment:

<b>Fog Machines and Hazers</b> (Each unit – fluid included)	Daily	\$25.00
	Weekly	\$75.00 ( 4+ days)
	MTM	\$120.00
<b>Wireless Mics</b> (Each Unit)	Daily	\$35.00
	Weekly	\$100.00 ( 4+ days)
	MTM	\$125.00
<b>Wireless Headsets (Com units)</b> (Each Unit)	Daily	\$35.00
	Weekly	\$100.00 ( 4+ days)
	MTM	\$125.00
<b>Moving Lights</b>	Mini mover package ( 4 Qspot 200)	Daily \$250.00 Weekly \$750 ( 4+ days) MTM \$500.00
	Deluxe mover package (Qspot and Elation )	Daily \$500.00 Weekly \$1,500 ( 4+ days) MTM \$1000.00
	<b>Black Lights</b>	Daily \$75.00 Weekly \$250.00 ( 4+ days)

## Items:

<b>Gaff Tape</b>	<b>\$20.00</b>	<i>(per roll)</i>
<b>Piano Tuning</b>	<b>\$140.00</b>	<i>(approximate)</i>
<b>Confetti/Glitter clean-up</b>	<b>\$100.00</b>	
<b>Glow tape – 1 foot piece</b>	<b>\$1.50</b>	

## 4. Staffing

In order to stage an event in the Meadowvale Theatre we require a minimum of two technical staff be in the building at all times. We also recommend you have at the minimum; a lighting board operator, a sound board operator and a stage manager (someone very familiar with your show who remains backstage to sign in and organize participants and to communicate with the crew as your show progresses). It is very important to the smooth running of your show that you provide a Stage Manager to liaise with the crew throughout your rental. Meadowvale Theatre will allow the use of volunteer crew. **Volunteer crew must be approved by the Technical Supervisor before being granted access to the Theatre Equipment (approval must be requested prior to your arrival at the theatre). If you are using volunteer crew for your event, one member of the Meadowvale Theatre Crew will be assigned to supervise the Booth and Show Operations for the duration of your rental \*** (rentals of one week or longer may be excepted at the discretion of the Technical Supervisor).

Meadowvale Theatre Crew are usually scheduled for the duration of your rental. **There is a minimum four (4) hour call for all technical staff.** A call is a period of time in which crew is expected to work. Crew are always called one hour before curtain and the Technical Supervisor is called an hour and a half before curtain. Please be aware that half an hour of Technical supervisor's time is allocated to opening the building before the client enters. This is to ensure that all of our pre-show checks are done and that we are prepared to run your show. Please indicate on this form and speak with the Technical Supervisor if you wish to create a different schedule.

Only Technical Production Personnel and one Stage Manager are permitted in the Control Booth. Access to the steel and fly systems is limited to Meadowvale Technical Staff. During set up and strike there must be two Meadowvale crew available while any rigging is accomplished. Volunteer crew may draw (horizontal) the curtain open and closed. **The Technical Supervisor is not a crew position.**

**All clients will automatically be assigned one Lighting Technician, one Sound Operator and one Flyman/Rigger for the duration of the show unless this form is completed and returned to the Meadowvale Theatre Administrative Office six weeks prior to your rental\*.**

## 5. Video

The Meadowvale Theatre does not allow the use of cameras, video cameras, audio or other recording devices in the Theatre.

- If you have obtained permission to produce an archival recording with your Royalty / Rights package, you may proceed with that single recording after providing the Meadowvale Theatre Administration Office with a copy of your Royalty / Rights agreement.
- If your show is not subject to a Royalty / Rights agreement and contains any copyrighted material you will need to obtain a license to produce an archival recording. The Meadowvale Theatre Administration Office can provide forms for a CMRRA license for a single archival copy or the forms for multiple copies should you choose to distribute copies. There are specific forms for various numbers of bulk copy production.
- If you believe your show is not subject to copyright law, we ask that you file a letter with the Meadowvale Theatre Administration stating your acceptance of responsibility for this recording and any possible copyright infringement before arranging for an archival recording.
- If you wish to take still photographs, it is suggested that you have a specific “photo shoot” during which shots are set up and flash photographs may be taken. You may designate a rehearsal for this purpose but the house lights and stage lights must be up when flash photographs are taken. Please discuss this with the Technical Supervisor as we may have safety concerns if there is complex acrobatic or fight choreography being photographed using a flash. If you cannot arrange a “photo shoot” and wish to take photographs during the show you need to designate a single photographer who must not use a flash. **Flash photography during a performance is strictly prohibited.** If you wish to allow the audience to take photographs and video recordings at will, you must first have reviewed all other requirements as already stated and then submit a written request to the Manager of the Meadowvale Theatre well in advance of your event.
- Meadowvale Theatre has space at the back of the audience chamber on each side of the sound board for photographers and videographers. This is where the feed from our sound board is available. Any other position in the house must be discussed with the Technical Supervisor in advance and will likely require the blocking off of seats in the house which must be done before those seats are sold.

Please be sure to have the photographer or videographer arrive with sufficient time to set up their gear to avoid delaying your performance.

# DRAWINGS

Please contact theatre



## 7. Glossary

**Technical Coordinator:** Coordinates all activities that take place backstage at the theatre. The Technical Coordinator is responsible for all technical elements, staff and events in the theatre.

**Technical Supervisor:** The client backstage liaison for setup/strike, rehearsals and shows. The Technical Supervisor is responsible for being the backstage liaison with clients and ensuring that everyone is being safe.

**Lighting Operator:** A person whose tasks include: setting up the lights, programming the lighting board and operating the lights during the show. This person also problem solves any issues.

**Sound Operator:** A person whose tasks include: setting up the mics, programming the audio board and operating the audio during the show. This person also problem solves any issues.

**Fly Operator:** : A person whose tasks include: Safely rigging and weighting the fly system for scenery or objects that are flying, safely running the fly system during the show, making sure that everyone is safe backstage. This person also problem solves any issues.

**Authorizing Signature:** A group member who is designated to be responsible for authorizing any backstage charges to the group. This person must be present throughout the rental and will be responsible for completing authorization sheet.

**Travelling Curtain:** The curtain opens and closes horizontally by a pulley system.

**Flying Curtain:** The curtain moves up and down vertically with the assistance of a fly operator.

**Dongle:** An adapter that allows a designer or operator to see and operate the lighting board from a location not near the lighting board.

**Flame testing:** A test that is used to determine if a flammable item has been flame proofed and will extinguish itself on its own.

**Cyclorama (cyc):** The large white cloth at the back of the stage. The cyc is used as a projection surface for lighting and video.

**Weapon:** Any object used in a staged fight for attack or defence.

**House Plot:** The standard setup of lights, audio, video and rigging.

**Production Table:** A table set up in the house for the director and lighting designer to sit at.

**Light Booms:** Pipe with lights that sit in the wings and create a side wash effect.

# Technical Questionnaire

# MEADOWVALE THEATRE TECHNICAL QUESTIONNAIRE

You are welcome to schedule a tour of the facilities to meet with the Meadowvale Theatre Staff and have your questions answered in person.

Asterisks (\*) throughout this form designate materials or services for which additional charges will be applied.

**Technical Office: Geoff Nantes, Supervisor, Technical and Building Services**

**Phone: (905) 615-4720 x 2589**

**Fax: (905) 615-4721**

**E-mail: [geoff.nantes@mississauga.ca](mailto:geoff.nantes@mississauga.ca)**

SHOW TITLE:	
COMPANY NAME:	
CONTRACT DATES:	

## CONTACT INFORMATION

<i>Producer:</i>	
Phone numbers:	
E-mail address:	
<i>Stage Manager:</i>	
Phone numbers:	
E-mail address:	
<b>Person Completing Questionnaire:</b>	
Phone numbers:	
E-mail address:	
<i>Authorizing Contact:</i> <i>(person who deals with the backstage charges, available at all times during rental)</i>	
Phone numbers:	

*This information is kept within our Theatre records and is not shared with any other party.*

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Received on:

By:

## RENTAL SCHEDULE

Meadowvale Theatre includes in the rental charge; eight (8) hours of Technical Supervision on the first day, five (5) hours on subsequent days and ten (10) hours on a two performance day. Overtime charges will apply when those allotments are exceeded. Please be aware that half an hour of Technical supervision time is allocated to opening the building before the client enters. Overtime charges are considerably higher on statutory holidays than on a regular business day, please consult the Meadowvale Theatre Administration office for details.

**For each of the dates** that you are at Meadowvale Theatre please provide the following information:

**WITHOUT THIS INFORMATION WE CANNOT ENSURE ADEQUATE STAFFING OF THE THEATRE.**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
<b>DATE:</b>								
<b>ARRIVAL TIME</b> (What time do you want access to the building?):								
<b>SET UP:</b>								
<b>START REHEARSAL</b> (What time are performers on stage?):								
<b>MEAL BREAKS:</b> Lunch  Dinner								
<b>HALF HOUR CALL:</b>								
<b>START PERFORMANCE:</b>								
<b>END PERFORMANCE:</b>								
<b>TEAR DOWN/LOAD OUT /RESET:</b>								
<b>END OF DAY</b> (What time does the last member of your group leave?):								

**Please add more pages if needed** or feel free to provide your own more detailed schedule. If your rental is more than one day, please provide specific information for each day you will be in the theatre.

Also please remember as you create your schedule, ***Technical Staff must have*** meal breaks. If the renter is unable to vacate (***all*** members of the group must leave the building completely), a charge will be applied\*. (Please call for current rates.) For safety reasons, two technicians are required while members of the group are in the building. Meal breaks must be approved by technical coordinator before clients enter the building.

**STAFFING/CREW REQUIREMENTS**  
**Please Indicate Numbers ( no checkmarks )**

<b><u>Meadowvale Crew</u></b> (*chargeable)	Meadowvale Theatre Crew ( # )
Lighting Technician *	
Sound Technician *	
Flymen/Rigger *	
Other crew *	
Will you be working through a meal break?	Lunch      Yes *    No Dinner     Yes *    No

<b><u>Client Crew</u></b>		Client (Volunteer Crew) [ # ]
Lighting	Lighting Board Operator	
	Hang/Focus Crew	
	Follow Spot Operator	
Sound	Sound Board Operator	
	Setup Crew	
	Monitor Mix	
Other	Stage Hand	
	Stage Door Security	
	Video Operator	

**LIGHTING**

Item (*chargeable)	Yes / No	Number	Notes
Will you be using the moving lights*?			Mini mover package    Yes   No Deluxe mover package    Yes   No
Are you using the house plot?			
How many extra specials will you require?			
Do you require booms*?			
Other Notes: Please describe any lighting equipment you will be bringing including any special power requirements (e.g. intelligent lighting, scrollers, strobe, etc...):			

## PROJECTION

Item	Yes / No	Projection Surface
Will you be using projection?		<input type="checkbox"/> Screen (in front of main curtain) <input type="checkbox"/> White Cyc (Back of stage)

## SOUND

Item (*chargeable)	Yes / No	Number	Notes
Wireless Body packs*			Can not exceed a combined total of 12 Please be sure to provide appropriate attention to costuming and movement to safeguard the transmitters as the client will be financially responsible for any damage to wireless microphones*.
Wireless Handhelds*			
CD's			
Other Notes: Please describe other Audio Equipment you wish to bring <i>(If setting up a band, please provide a list of instruments and a diagram of how they will be set)</i>			

## STAGING

Item	Yes / No	Notes
Will you use the orchestra pit? If YES: Do you require centre section removed?		
Do you require stairs from the stage into the audience?	<input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Right <input type="checkbox"/> Rehearsal Only	Due to fire regulations, use of stairs from the stage into the audience chamber requires the group to have an additional two (2) staff and the loss of two (2) seats for each set of stairs used (Use of both sets will be four (4) staff and four (4) seats). Please remember to indicate this on your Box Office and Front of House forms. <b>Stairs will not be put out without signed paperwork before the house opens.</b>
Will you be using any weapons? **Best practises for weapons in the theatre must be followed **	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please List weapons
Other Notes Please describe your set and stage decorating plans:		

**Rigging:**

Item	Yes / No	Number		Notes
Will you be changing the line set schedule?				
Will you be hanging additional banners or scenery?				
If yes Please list line set to be moved and where they will be moved to	Item	From Line set	To Line Set	Weight

**Set Construction:**

Does your set involve stairs or levels more than four feet high?	Yes / No
Will any stair units be "non standard" (8 inch rise and 10 inch run)?	Yes / No
Will you be using tools to construct or assemble a set in the Theatre?	Yes / No
Other Notes: Please provide details of your set to the Technical Supervisor as early as possible so that we can discuss any construction or safety concerns in advance of your rental.	

**Other:**

Will you be having a 20min. intermission?	Yes / No
Will you have any of the following in your show	Strobe Yes/ No
	Gun Fire Yes/ No
	Fog Yes/ No
Do you require the stage door to be locked while you are in the building?	Yes / No
	Other Notes:

## **THEATRE EQUIPMENT**

Do you require any of the following Theatre equipment?

Item	Yes / No	# - On Stage	# - In Orchestra Pit	# - In Rehearsal Hall
LECTERN/PODIUM				
CONFERENCE TABLES				
RISERS (limited stock) [please include heights; 8"/16"/24"]				
MUSIC STANDS (max. 30)				
CHAIRS (How many?)				
BABY GRAND PIANO			NA	
UPRIGHT PIANO(In pit)		NA		NA
PIANO TUNING* Please Circle <i>It is recommended that you have the piano tuned prior to your performance. We will arrange to have the piano tuned for your event and the cost will be charged back to you.</i>		YES	NO	

### **Additional Equipment:** (\*chargeable)

Item (quantity available)	Yes / No	Number	Notes
ROSCO 1700 FOG MACHINES (2) *			
ASSORTED GOBOS (ask to see current stock)			
HAZER (1) *			
16" MIRROR BALL (1) *			<b>Please Indicate location in the Rigging Section of this form</b>
Wireless Com. (2)*			<b>Please ask for number of available units. Numbers will vary based on show requirements.</b>
Will you be using Confetti or glitter? *			
Other Equipment Being Brought in: Please list any other effects equipment that you plan to bring into Meadowvale Theatre (e.g.: strobe lights, dry ice machines, video projectors, pyrotechnics, weapons, confetti, fake flame, etc...):			



**Rehearsals:**

Item	Yes / No	Number	Notes
Production Table in House Includes VOG, Com			
Number of Participants expected backstage			
Will you have Guests watching rehearsals?			
Will you require the Rehearsal Hall?		When?	

**Video**

Item	Yes   NO	Number	Notes
Will you have a videographer?			
Will they be shooting from the back of the house? If No; Please indicate Locations			
Will they require an audio feed?			Cameras not located by the sound console may not necessarily have audio support. Please check with Supervisor
Have you filed the appropriate paperwork with the administration office?			

**The Technical Supervisor has the final approval on all equipment, effects and staging techniques brought into Meadowvale Theatre by the rental group.**

**I have read and understand all items listed above.**

**DATE:**

<p>Name: <i>Please Print</i></p>	<p>Signature: <i>This becomes the Authorizing Signature</i></p>
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