

**KIWANIS COMMUNITY THEATRE CENTRE  
CONTRACTUAL USE FORM**

**User Type:** Community Non Profit \_\_\_\_\_ Commercial \_\_\_\_\_ ADSB \_\_\_\_\_ KCTC \_\_\_\_\_

Organization \_\_\_\_\_

Production/Event \_\_\_\_\_

Production Date(s) Hours: From \_\_\_\_\_ to \_\_\_\_\_

Year   Month   Date   Day                      Year   Month   Date   Day

From \_\_\_\_\_ to \_\_\_\_\_

Please attach schedule of actual dates & times.

Requirements:    \_\_\_ Main Stage                      \_\_\_ Stage Lighting    \_\_\_ Electric Keyboard  
                         \_\_\_ Production Assistant(s)    \_\_\_ Stage Rigging    \_\_\_ Upright Piano  
                         \_\_\_ Rehearsal Hall                      \_\_\_ Sound System    \_\_\_ Yamaha Grand Piano  
                         \_\_\_ Set Assembly Area                      \_\_\_ Dressing Rooms \_\_\_ Box Office  
                         \_\_\_ Pyrotechnic Effects

Technical and box office arrangements should be made as soon as possible through  
Greg Marshall, Technical Director (705)-945-7309 (Theatre Centre) or email [thea@bellnet.ca](mailto:thea@bellnet.ca)  
Elspeth Belair, Box Office Manager (705) 945-7299 or email [communitytheatreboxoffice@bellnet.com](mailto:communitytheatreboxoffice@bellnet.com)  
Chris Rous, Auditoria Coordinator – Algoma District School Board (705) 844-2168 or email [rousc@adsb.on.ca](mailto:rousc@adsb.on.ca)

**Organization Contact:** \_\_\_\_\_ **Alternate Contact:** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (H) \_\_\_\_\_ Telephone (H) \_\_\_\_\_

(W) \_\_\_\_\_ (W) \_\_\_\_\_

Email address \_\_\_\_\_ Email address \_\_\_\_\_

Fax number \_\_\_\_\_ Fax number \_\_\_\_\_

**Organization's Insurance Coverage:** Insurance Agent \_\_\_\_\_

Policy No. \_\_\_\_\_ Insurance Company \_\_\_\_\_

Type and Amount of Coverage \_\_\_\_\_

Third Party Liability Coverage amount \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature and authority - i.e.,  
Director, Officer, Manager, Partner)

\_\_\_\_\_  
(Community use of Schools Administrator)

**Submit along with administrative & rental fee to:**

**Algoma District School Board, 190 Northern Avenue  
Sault Ste. Marie, ON P6B 4H6 - Attention: Helen Lamon  
Facsimile (705) 759-2811**

Upon the granting of permission to use the Kiwanis Community Theatre Centre, the undersigned, on behalf of the organization agrees:

- A. to pay the rates and charges applicable within 30 days of completion of event, failing which interest will be charged at the rate of 2% per month (24% per annum);
- B. to pay such deposits as may be required in advance;
- C. that the organization has reviewed a copy of the Operating Procedures of the Kiwanis Community Theatre Centre at [www.kctc.ca](http://www.kctc.ca) and understands those procedures and agrees to be bound by same;
- D. failure to comply with the Operating Procedures of the Kiwanis Community Theatre Centre may result in immediate termination of use by the organization and in the event of such termination of use, the Kiwanis Community Theatre Centre is hereby released by and indemnified by the organization from all liability or claim for damages which may result;
- E. that during any use of the Kiwanis Community Theatre Centre, the organization will maintain comprehensive third party liability insurance coverage of at least \$2,000,000.00 and will furnish particulars of such insurance coverage as the Kiwanis Community Theatre Centre may from time to time require;
- F. to name the Kiwanis Community Theatre Centre and the Algoma District School Board as Additional Named Insured on the requisite applicable certificate of insurance under the insurance coverage agreed to herein;
- G. to provide such further information as may be required to establish that the organization qualified for Community User rates and charges;
- H. to release the Sault Ste Marie Community Theatre Centre and the Algoma District School Board from all claims, demands or causes of action arising from the organization's use of the Kiwanis Community Theatre Centre and hereby agrees to indemnify and hold harmless the Sault Ste. Marie Community Theatre Centre and the Algoma District School Board from all claims, demands or causes of action.
- I. This agreement applies to all services provided by the Sault Ste. Marie Community Theatre Centre (operating as The Kiwanis Community Theatre Centre) including the Theatre building, equipment, musical instruments, technical staff and Box Office.
- J. that the individual signing this document has authority to bind the organization named.

These terms and conditions have been read and accepted by the undersigned authorized representative of the organization on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name of Organization