



Procedures for Rental of the Sanderson Centre

The Sanderson Centre for the Performing Arts rents its spaces to organizations and individuals as per the Rates and Fees By-law that is passed by City Council annually.

The Sanderson Centre will rent its spaces to the public in the following priority order of rental categories:

1. Multi-day non-discounted use of the auditorium for public use
 2. Multi-day non-discounted use of the auditorium
 3. Multi-day discounted use of the auditorium
 4. Non-discounted use of the auditorium for public use
 5. Non-discounted use of the auditorium
 6. Discounted use of the auditorium
 7. Sanderson Centre programming
 8. Non-discounted use of other areas
 9. Discounted use of other areas
- High demand days will be reserved for non-discounted use until sixty days prior to the requested date
 - Standard demand days will be available for all types of bookings included discounted bookings
 - Low demand days will be booked according to priority order with the applicable discount on the rental rate. Weddings are exempted from discounting.

Demand Periods for Sanderson Centre Rentals

Demand Type	Period	Dates
High Demand (restricted from discounted use)	Friday & Saturday	February 1 through March 1 October 1 through November 30
	Thursday through Sunday	March 2 through June 30
Winter Incentive (15% discount incentive)	Sunday through Thursday	January 1 through January 30
Summer Incentive (25% discount incentive)	No restrictions	July 10 through August 31
Standard Demand		All other dates

Discounted bookings include: Charitable, Joint-Use Agreement, Post-Secondary, partial day and setup or rehearsal dates.

The theatre manager will review and revise the schedule of high, standard and low demand days annually prior to accepting rental requests each summer for the following season.

Once confirmed, rentals will not be bumped for any reason. Requests received outside of the renewal and request period will be handled on a first-come, first-served basis.

During peak demand periods such as April through June, the Sanderson Centre reserves the right to limit the number of days available for each renter in order to provide better access to the facility by more groups and organizations.

Conditions of renewal:

Renters with an amount past due will not be considered for priority of booking or confirmation of their dates until the amount has been paid. If a renter is placed in collections for an unpaid past-due amount they will be ineligible to renew existing or future bookings for a period of three years during which they must maintain a current account at all times.

In cases of renewal of dates, priority will be given to returning renters within the same category. Renters who have cancelled any booking or reduced any confirmed booking of multiple dates by more than 50% within the previous two years will have their requests considered after other requests of the same category.

Competing bookings:

Should two or more similar organizations or groups doing a comparable type of ticketed production wish to book a date within 4 weeks on either side of a date already confirmed by a renter or the Sanderson Centre itself, the Theatre Manager is under no obligation to accept the booking as to do so may cause confusion with patrons, damage ticket sales for the confirmed event, and/or cause malevolence between the Centre and the renter.

Deposits:

Deposits are required for bookings prior to the event being made available for sale through the box office. In the event a deposit has not been made within seven days of receipt of a signed rental agreement, the rental may be cancelled at the discretion of the theatre manager.

Booking Type	Amount	Note
Auditorium event	\$500.00	Per day (Maximum \$1500.00)
Wedding	\$500.00	Due with signed contract
	Remainder of rental amount	Due seven days before event
Lobby event	\$100.00	

Special circumstances	Amount	Note
Non-ticketed Event	Remainder of rental amount	Due seven days before event
	Estimated event expenses (less 10%)	Due seven days before event (at discretion of theatre manager)
Out of Country renter	Full rental amount	Due the earlier of ticket on sale or 90 days before event

Exceptions to deposit requirements:

Reason	Condition(s)
Returning Renter	Renter meets all of the following conditions in the past three bookings with the theatre: No cancellation No amount past due at any time No breach of rental agreement
Institution	Any of the following: Covered under Joint-Use Agreement Post-Secondary Institution Government Agency

Dance Competitions

Due to their complex nature and dependencies on bookings at other venues, dance competition multi-day renewals and new rental bookings will be done using their own procedure prior to other rental requests.

The dance competition procedure establishes an order of returning competitions beginning with the first weekend in March through the end of May. The moving Easter weekend will require that all rentals taking place on that weekend and after be moved one week later. In the event a weekend becomes available for rental, current returning renters will be offered the option of moving their date, then the waiting list will be contacted in order.