



RENTAL QUESTIONNAIRE for EVENTS

Please complete and return to
communications@winnipegcontemporarydancers.ca
We require this information prior to confirming your booking.
Telephone Enquiries: (204) 452-0229

**The information that you provide here will help to ensure that needs specific
to your rental are met.**

CONTACT INFORMATION

Artist/Company / Group _____

Requested rental date(s) and time(s) _____

Contact Person _____

Email: _____ phone: _____

INFORMATION

Please provide a brief description of your activity:

Total Running Time of your Event: _____

Total number of people expected on site: _____

All events must have a staff member, volunteer or house manager present in the lobby at all times, including during the event.

At least 2 volunteers or staff are required for an expected total of up to 30 people at the event.
At least 3 volunteers or staff for an expected total of up to 60 people. We recommend 4-6
volunteers or staff for over 60 people.

If you are using the Marley dance floor for your event, renters are requested to use the provided
carpets for entering and exiting the theatre and for any areas of Marley where people may be
wearing outdoor shoes.

SETS, LARGE PROPS OR FURNITURE

Are you loading in a set, large props or furniture? Yes No

If yes, please describe: _____



SOUND

Will you be using our rehearsal sound system? Yes No

WCD's rehearsal sound system connects to your personal device. The rehearsal sound system can be used with your personal laptop or device. If you are using a phone or other device to play music, please bring your own adapter or dongle.

If you are not using WCD's rehearsal sound system and your rental requires the rehearsal sound system to be removed from its regular set-up, at least one-week notice is required.

Will you be bringing any additional sound equipment and/or live music? YES NO

If yes, please provide a detailed list of all equipment that may plug in or is battery operated.

DANCE FLOOR

The Rachel Browne Theatre is optimized for modern dance. Preserving the Marley floor covering is a primary concern.

Outdoor shoes are not permitted in the dance studio. All street shoes MUST be removed and left at the door. Soft-soled, non-marking, clean dance shoes or footwear are allowed on the dance floor. Please note: no tap shoes, rosin, baby powder, flamenco shoes, body oils, lotions, or sharp-edged shoes are permitted to be used on the dance floor. Extra costs apply for Marley overlay removal and restore.

Any sets, props, scenography or audio equipment that may come in contact with the dance floor must be non-damaging and may require rubber, carpet, or other material be used to ensure the dance floor is not scratched, marked or damaged.

WARNINGS

Does your event require any special warning(s)? Examples of special warnings include (but are not limited to) strobe lights, coarse language, nudity, strong scents, 18+ adult content, etc.

YES NO

If YES, please note below: _____

OTHER CONSIDERATIONS

Rentals with NO TECH are intended for activities without significant technical needs. If you may be bringing in any personal property or rental equipment that plugs in or is battery operated



(aside from phones, cameras and laptops), please provide a detailed list as an attachment to this questionnaire. This list is required prior to confirming your booking.

Are you bringing in any additional equipment (aside from phones, laptops and cameras)?

YES NO

I have provided a detailed list of all additional equipment. YES NO

If your rental may have significant technical requirements or is bringing in numerous pieces of equipment, whether personal property or rental equipment, your rental may require to be booked as a rental with TECH.