



## RENTAL QUESTIONNAIRE for EVENTS

Please complete and return to  
[communications@winnipegcontemporarydancers.ca](mailto: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 \_\_\_\_\_  
Company address (for a rental agreement) \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
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.

### **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.

Will you be bringing any additional sound equipment, microphones, and/or live music? Yes ☐ No ☐

**If YES**, what instruments? please provide a list of instruments

**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.

## **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.

Does your rental require the dance floor to be removed? YES ☐ NO ☐

**If Yes**, extra costs apply for Marley overlay removal and restoration.

## **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 ☐

If **YES**, please note below:

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.