

University Theatre - Rental Terms

Insurance

- Your organization is required to obtain its own insurance. A certificate of public liability and property damage insurance for a minimum of \$3 million of coverage per event, with the University of Regina as the additional named insured, is mandatory when renting the University Theatre. The certificate must be submitted to the University Theatres Coordinator in advance and no later than the day specified on your contract. If the Renter does not provide proof of liability insurance, the University of Regina has the right to deny access to the Theatre and the contract is cancelled without refund.

Technicians

- A minimum of two University Theatre Technicians must be present for each event. It is recommended that there be three.
- The Technician(s) is not responsible for designing lighting or stage management of the event and remains an employee of the University of Regina.

Lighting

- University Theatre has a default house lighting hang.
- Requests for changes to the house hang must be made a minimum of 7 business days in advance.
- Changes to the house hang will be charged at a predetermined amount.
- If the Renter requires a change to lighting that is already set for another event, the Renter will incur the labour cost of returning it to original setting.
- The Renter may not under any circumstances make lighting alterations without a University Theatre technician present.

Sound

- Requests for sound equipment (in addition to the microphone and podium included in the rental fee) must be made a minimum of 7 business days in advance and is subject to availability. Additional equipment will be charged at a predetermined rate.

Orchestra Pit

- The Orchestra Pit can be moved at a cost of \$1,000. The availability of this option is at the discretion of the University Theatres Coordinator and is dependent on the affect it has on other users. Note: changes to the pit position may affect seating capacity.

Hiring of Other Persons/Equipment

- Additional personnel and equipment can be arranged and will be charged at a predetermined amount. Requests for these additional resources should be made a minimum of 7 business days in advance. It may not be possible to accommodate requests received fewer than 7 business days prior to the start of the rental period.

Contact Us

For more information on booking the Riddell Centre Theatres, please contact the University Theatres Coordinator at 306-585-5648.