



HARBOURFRONT THEATRE

Our Theatre, Your Theatre.

RENTAL REQUEST DETAILS FORM

Renting Organization:

9-digit HST/GST #:

Contact Name:

Telephone #:

Email:

Mailing Address:

Title of your event:

Title of event, as you want it to appear on tickets:

Our tickets can accommodate two lines of text and a maximum of 40 characters, including spaces, per line.

Date of the event and start time:

Most evening shows start at 7:30 p.m. / most matinees at 2:00 p.m.

Running time of event / intermission:

(I.e. 2 acts 45 min each, 1 act 90 min, etc.) Our standard intermission length is 20 minutes. Please note, intermission is important for the theatre as it provides revenue streams to us through our bar sales and 50/50 sales. If your event absolutely cannot accommodate an intermission, an additional fee may apply to compensate for this, please contact management to discuss.

Ticket Prices:

Please fill out the table below with your ticket type (adult, child, VIP, etc.), base price before taxes and fees, the tax on your base price, our ticketing fees, and your final all-in price which includes taxes and ticket fees.

TICKET TYPE	BASE PRICE	15% HST	TICKET FEES	ALL-IN FINAL PRICE
			\$5.00	
			\$5.00	
			\$5.00	

Requested on-sale date:

We require 3 business days to program an event / sales go live at 12:00 noon AST.

Presale codes are not case sensitive and are a maximum of 12 characters.

Presale date (if applicable):

Presale code (if applicable):

Public on sale date:

Promotional images required:

We will promote your event on a slideshow in our lobby and in the theatre pre-show, as well as on the home page of our website in a rotating slideshow. Please see attached appendices for image requirements.

Show description required:

Your event will also be promoted on a dedicated page on our website. Please provide a brief written description of your event with a minimum of 50 words and a maximum of 200 words.

Artist / promoter comp tickets:

Comp tickets required yes no

Number of comp tickets:

If specific seats are required, please specify below. See seat map in appendices for reference.

Merchandise:

The theatre retains 15% commission on merchandise sales if we provide the salesperson and 10% if we do not.

Merchandise for sale in the lobby yes no

Theatre provided salesperson yes no

Tables:

Tables needed for any purpose other than merchandise yes no

Details (if applicable):

Appropriate audience ages:

Where appropriate, children under the age of 2 and not occupying a seat are admitted free of charge.

All ages, family friendly

Ages 13+ only

19+ only

Audience photo policy:

Cell photos allowed yes no

Cell video allowed yes no

Meet and greet / autographs:

Preshow yes no

Intermission yes no

Postshow yes no

Fundraising:

Harbourfront Theatre reserves the right to hold 50/50 draws on its own behalf. All other fundraising requires Harbourfront theatre management approval.

Fundraising planned for your event yes no

Details (if applicable):

Ticket Counts:

Please check off days that ticket counts are required and provide all emails to which they should be sent.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Receiving e-mail addresses:

Event contact list:

Please provide a contact list of your team or who we should contact for:

Tour Manager:

Email:

Telephone #:

Technical info:

Email:

Telephone #:

Marketing / Publicity:

Email:

Telephone #:

Any other important information regarding your event:

Promotional image requirements, theatre seat map, and theatre contact list in attached appendices.



HARBOURFRONT THEATRE

Our Theatre, Your Theatre.

EMPLOYEE CONTACT LIST

Executive Director: Mary Dennis
Email: mary@harbourfronttheatre.com
Telephone #: 902-888-4471

Lead Technician: Chris Perry
Email: chris@harbourfronttheatre.com
Telephone #: 902-439-7902

Marketing Manager: Richard Matthews
Email: richard@harbourfronttheatre.com
Telephone #: 902-888-4469

Front of House: Kurt Howard
Email: admin@harbourfronttheatre.com
Telephone #: 902-432-3046

Required artwork sizes

Updated March 2023

Media	Sizes (pixels) & format all width x height	Details of elements to include
Harbourfront website	600 x 600 Jpg	-Image -Title of show Please also supply a version of this with image only, no title.
Exterior digital sign	1620 x 720 Jpg	-Image -Title of show -Date(s) Important note: Title of the show needs to be as big/bold as possible, as people driving past only have a few seconds to absorb it. Also needs to stand out to people from a distance. See p.2 of this document for some examples of artwork that works well.
Harbourfront website, homepage slider	940 x 430 Jpg	-Image -Title of show -Date(s)
Interior lobby slideshow	1920 x 1080 Jpg	-Image -Title of show -Date(s)
Other (incl for social media purposes)	High res portrait and landscape Jpg & png If supplying layered artwork, please send in photoshop (.eps) format.	Please supply image (without any text) and title treatment (or fonts) as separate (or layered) files

Harbourfront logos:

Our logos (in various formats) can be downloaded [here](#).

Please **email digital proofs** of any artwork which features our logo to richard@harbourfronttheatre.com, giving at least **2 working days** for sign-off.

Posters:

Please check with us (email address above) before printing any posters, as our local businesses tend to only accept very particular sizes. Digital proofs should also be sent prior to printing as detailed above.

Any queries, please contact Richard Matthews, email richard@harbourfronttheatre.com or call 902 888 4469 (normal working hours are 10am – 6pm, Mon-Fri).

Digital sign artwork examples:

These are examples of artwork which work well on our digital sign (title standing out from a distance and being easily absorbed within a couple of seconds by people driving past):



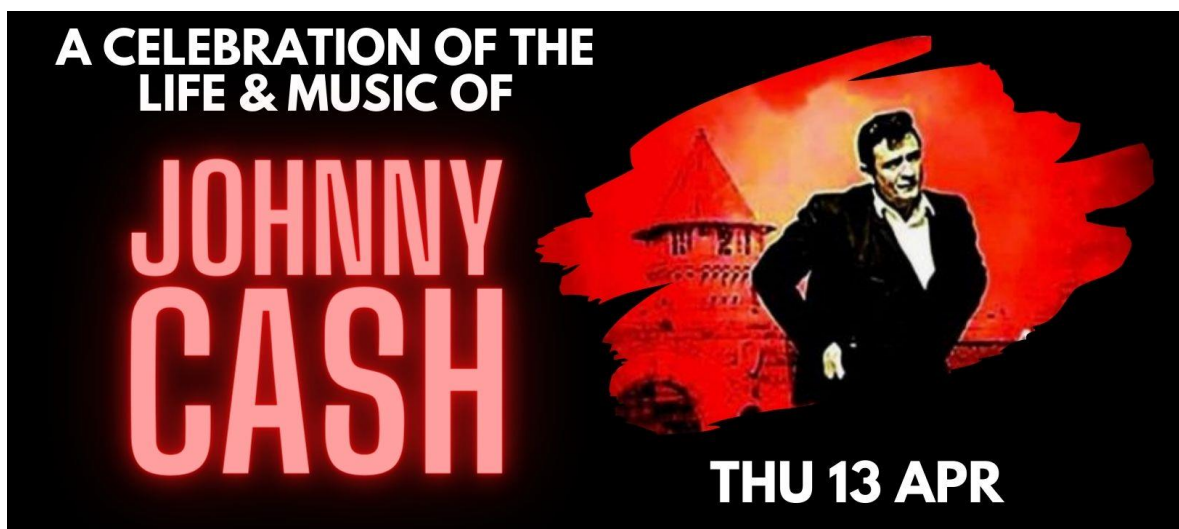
ADAM
BALDWIN
with very special guest
OLD MAN LUEDECKE
THU 20 APRIL

This digital sign features a dark background. On the left, there is a close-up, black and white portrait of Adam Baldwin wearing glasses. On the right, the text is arranged in a clean, white, sans-serif font. The name 'ADAM BALDWIN' is the largest, followed by 'with very special guest' in a smaller size, and 'OLD MAN LUEDECKE' in a size similar to the first name. The date 'THU 20 APRIL' is at the bottom.



The HELLO
DARLINS
SUN 30 APR

This digital sign has a teal background with horizontal lines. On the left, a group of six people (The Hello Darlins) is shown sitting on a white sofa in front of a brick wall. On the right, the text 'The HELLO DARLINS' is written in a mix of white serif and sans-serif fonts, with a yellow musical note above 'The'. The date 'SUN 30 APR' is at the bottom in yellow.



A CELEBRATION OF THE
LIFE & MUSIC OF
JOHNNY
CASH
THU 13 APR

This digital sign has a black background. On the left, the text 'A CELEBRATION OF THE LIFE & MUSIC OF JOHNNY CASH' is written in white and red. 'JOHNNY CASH' is the largest, in a bold, red, sans-serif font. On the right, there is a red-tinted image of Johnny Cash in a suit, standing in front of a building. The date 'THU 13 APR' is at the bottom in white.

