



Coast Mountains School District 82

3211 Kenney St., Terrace, B.C. V8G 3E9 (250) 635-4931 or 1-800-665-6134 fax: (250) 635-4287



R.E.M. LEE THEATRE

4920 Straume Ave. Terrace, BC V8G 4V8

Phone (250) 635-2101 Email manager@remleetheatre.ca nancy.stonearcher@cmsd.bc.ca

A copy of the REM Lee Theatre Availability Calendar is on-line at www.remleetheatre.ca/events
 Please complete the following rental application. Upon completion please return to the Theatre Coordinator at manager@remleetheatre.ca or nancy.stonearcher@cmsd.bc.ca or directly to the theatre. When received, you will be contacted with confirmation and a contract and quote

R. E. M. Lee Theatre Rental Application

Organizer Information											
Event Contact Name:											
Organization:						Non-Profit:		YES		NO	
Date Requested											
Load in Time			Show Time			Estimated Load Out Time					
Email:				Phone number							
Address:											
Event Information											
Event Name:											
Objective:		Fundraise		Profit		Information					
Genre:		Concert		Film		Dance		Variety Show			
		Rehearsal		Forum		Theatre		Presentation			
Will you sell tickets?		YES		NO		How much?		Ticket Outlet			
											Initials
The REM Lee Theatre does not have a Box Office and cannot act as a ticket agent for you.											
The maximum number of Seats that can be sold before seat kills is 698											
The REM Lee Theatre collects a \$1 per ticket sold User Levy. If your event does not sell tickets you will be subject to a charge of the lesser of \$1 per attendee or \$100. This will be billed the evening of the event.											
You or your organization are responsible for securing Event Insurance. Event Insurance can be purchased through any local insurance agent. Event Insurance details are outlined in the REM Lee Theatre Contract which will be forwarded once your booking is confirmed.											
The REM Lee Theatre is supported by a Non-profit Society, The REM Lee Theatre Alive Society, which raises funds for theatre upgrades and enhancements. They run our intermission concession and manage product sales for 15%. If you wish to run your own concession you must ask that they waive their right to the concession. There is \$100 absence of Intermission fee for events without an Intermission											
Date of request				Office use only Date returned:				Office use only Contract and Quote sent:			