



1300 Gerrard St. E Toronto,
 On. M4L 1Y7
Info@theredwood.org
TheRedwoodTheatre.com

This rental Agreement is between The Redwood Theatre, located at 1300 Gerrard St. E Toronto, M4L 1Y7 (Redwood) and NAME/ORGANIZATION (Tenant), for the rental of the Redwood Theatre (Space) for the "DESCRIPTION OF EVENT" (Event). Equipment, tech, staffing, space, or requirements not listed in this agreement may be subject to additional costs for the rental. Rental cost includes: House sound and sound technician, basic house lighting (static looks), bar access during the show (for customers), access to the greenroom for the artists, and a maximum of 200 seats for the Event. The Tenant will provide FOH and ticket takers for the event if tickets are being sold off site.

Rental Dates and Times: _____ Rental fee = \$3000.00 + \$390
 Rental Rate: (HST) - Standard event price = \$3390.00 Due on signing

Theatre Rental Agreement

1. The Tenant agrees to setup and clear out all equipment, decorations, and possessions from the Space promptly at the times stated this Agreement. The Tenant agrees to ensuring that the Space is left clean and maintained in a safe and organized over the duration of the
2. Event. The Tenant agrees to remove all of their equipment, personal belongings, and waste promptly by the end time of Event. The
3. Tenant agrees to maintain the Redwood's Zero Waste Policy, ensuring that any waste, packaging, or other disposable items
4. brought into the building for the Tenant is fully removed by the Tenant at the end of the Event.
5. The Tenant agrees to pay, upon signing of this Agreement, a refundable damage, cleaning, and overtime deposit of \$500 to be
6. returned upon mutual inspection by the Redwood and the Tenant at the end of the Event.
7. The Tenant will assume all responsibility for their time in the Space, the rental, and their Group, staff, team, and audience members
8. while in the Redwood.
9. The Tenant agrees to pay 100% of the rental costs upon signing of this document, in advance of the Event. Note that the booking
10. is not confirmed until full payment is received
11. The Tenant will ensure that any food or catering to be brought in the space must be arranged in advanced with the Redwood.
12. The Tenant acknowledges that the Redwood is a strictly vegetarian space, and that no meat-based foods are permitted in the
13. building should there be any catering or food available for sale.
14. The Tenant recognizes that the Redwood is a historic building, and will respect the space, making no alterations, additions, or
15. attachments to the building, walls, or any of its contents without advance approval by the Redwood Management.
16. The Tenant agrees that they will not conduct any Shows, Productions, or Events in the Space that is not specified in this Agreement during the rental period.
17. The rental is strictly for the Space, and includes house sound and basic lighting. The bar will be open and operated by the Redwood. The
18. Tenant acknowledges that the Redwood is a shared building, and that there may be noise or movement that is not under the
19. control of The Redwood.
20. The Tenant acknowledges that The Redwood is an accessible, safe, and inclusive building, and agrees to be aware of the people
21. and neighbours of the Redwood when interacting in the space our around the building.
22. The Tenant will notify the Redwood Management if any issues, damage, requests, or other unforeseen events arise, as soon as
23. possible to ensure a successful and productive Event for everyone in the Building.
24. The Tenant agrees that, in the event that any other issues, arrangements, situations, or disagreements that are not covered in this
25. agreement will be addressed and determined by the Redwood, in accordance with the policies and practices of the Redwood
26. Theatre.

Signatures

Date: _____

Date: _____

 Maria
 Karam, Director The Redwood Theatre 1300 Gerrard St. E,
 Toronto, M4L 1Y7 maria@theredwood.org

 Tenant Name/position
 Organization
 Address/phone Email

MARKETING & TICKETING

To be setup asap after finalizing the contract

TICKETING

- Send poster (1x1 for the ticket site) format and Letter format for printing)
- For ticketing site, send the following information
 - 1 sentence description of the show
 - 1 or more paragraphs description and info on the artist, the show, with videos and additional images if required.
- Include the Redwood Logo, doors 7pm, show 8pm and ticket price
- Include tickets available at TheRedwoodTheatre.com
- Include address: 1300 Gerrard St. E, Toronto, On, M4L 1Y7
- If you prefer, we can make a poster - send images and text including 1 short sentence on the show description, and a longer description of the artist, videos, etc.
- Select seating plan*
- Select ticket pricing*

PROMOTION

- Redwood will send out a show announcement and show reminder to their email list
- Socials - Responsibility of the artists - Tag the Redwood and we will re post
 - FB: @attheredwood
 - IG: @TheRedwoodTheatre
- Ticketing site - monitoring link will be sent to the artist once it is setup
- Download this app:
 - https://events.wix.app/events-platform/90202052-e41d-4c10-8e11-e9c67ae1367c/staff/home/JWS.eyJraWQiOiIiwudnJsTzJxYmFmFzYl6lkhTMjU2In0.eyJkYXRhIjoie1wiaWRcljpcImQ3OWNiN2ZhLTM4YjUtNDFiMi1hYmU0LTMyYWM3MTI5ZDkxM1wifSlslmlhdCI6MTc3MzA5MTEyOSwiZXhwIjoxODA0NjI3MTI5fQ.117HKiA4e7dzUdcNMaXKLi6ID-c9u_Cz9EcF2QC_m-M
 - Login info to follow once ticket site is up and published

SHOWDAY

- Load in via Redwood Laneway (north of Gerrard on Redwood) - East Door
- When you arrive, the venue will already be setup according to the floor plan selected for the event
- FOH staff will be provided by the Redwood
- Merch table is the responsibility of the artist
- Load-in: 4pm
- Sound check: 5pm
- Doors: 7pm
- Show: 8pm
- 2 45-minute sets with a 20 minute intermission
- Load out by midnight

*See seating plan layout options below.

SEATING PLAN

- Seating plan below is based on 128 seats.
- Customers can purchase additional seats if they want to add more people at their tables
- Tables can accommodate a maximum of 6 people
- Seating plan can be extended to 175 - to be determined depending on the show
 - 12 - 20 on the donor's lounge
 - 0-40 general admission
 - up to 125 on the main floor
- Total capacity is 237 without seats on the floor
- Cinema style seating can accommodate 200 people



TICKET PRICING

- Determined by the artist.
- General admission - recommended a minimum of \$30/ticket
- Tiered seating: Note that the Donor's lounge suggests the highest price, with floor seats decreasing based on type as suggested below:
 - General admission \$40
 - Reserved seats \$50
 - Donor's lounge \$60