



Shell Theatre Facility Rental Guideline

Purpose

This Guideline aims to clarify the rental application process and event date assignment for events hosted at the Shell Theatre.

Application for Rental

Application for Three or More Rental Dates in One Operating Year, (minimum five hours per rental date).

- Users can apply between January 1 and January 31 in the year, or two (2), prior to the required booking year.
- Additional rentals, or additions to dates requested, will be accepted after event dates are confirmed for the current operating year and the application year.
- Event dates will be confirmed within twenty (20) business days of January 31.
- Event dates do not need to be consecutive.
- Note: There may be associated setup fees for the same event being held with more than 24 hours separating each event date.

Application for One or Two Rental Dates in One Operating Year, (minimum five hours per rental date).

- Users who wish to confirm two or less rental dates for the Shell Theatre in one operating year may apply one (1) year in advance of the requested date.

Confirmation of Rental Application Dates

All users must complete a Shell Theatre Rental Application Form to request their preferred event dates. Once received, a contract will be issued. A signed contract along with a \$30.00 non-refundable deposit is required to confirm the rental. Rentals are not guaranteed from year to year, and a date can only be held or confirmed with a deposit. Deposits will be applied to final rental fee.

Confirmation of dates will be assigned based on the following criteria.

1. City of Fort Saskatchewan event.
2. Local users over non - local users.
3. Shell Theatre financial sustainability.
4. User group rental history.
5. Impact of the event on the Community.

engaged people, thriving community



Payment

Users will be invoiced for rentals after the event.

One technician is included with your rental. Extra fees that will be added to your contract based on the characteristics and needs of the event.

They include:

- Additional technicians, piano rental, piano tuning, any theatre equipment that Shell Theatre acquires for an event that is not already in use, additional time for setup or cleanup, SOCAN Fees and RESOUND Tariff Licensing Fees, and repair costs.

Cancellation

- Events cancelled more than 90 days prior to the event will be charged the full damage deposit.
- Events cancelled less than 90 days from event will be charged half the estimated contract for the rental plus GST.
- Events cancelled less than 30 days from the event will be charged the full cost of the estimated contract for the rental plus GST.

Past cancellation history will be included in rental history when assigning rental priority merit. The City of Fort Saskatchewan shall have the right (in addition to any other right it may have in law or equity) acting responsibly, to cancel any prospective, tentative, or confirmed date at any time leading up to and including any end time referred to in a rental contract.

Information

For more information, please contact:

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