

BAILEY THEATRE RENTER'S F.A.Q.

Updated August 2nd, 2018

Dates, Times & Deposits

How much does it cost to rent The Bailey Theatre?

We have varying rates depending on the status of your organization. A rate sheet is available from our web site www.baileytheatre.com

I want to hold a date, but I'm not ready to make a deposit - can I do this?

The Bailey Theatre will be happy to place a hold on a date for you, but you should be aware that all unsecured holds are subject to removal if another renter offers a deposit on the date.

How can I make sure nobody else gets my date?

Once a deposit is applied against a rental your date is secured.

How much is the deposit?

The Bailey Theatre requires a deposit of 50% of the estimated base rental fee.

If I cancel my event will I get my deposit back?

Sorry, all rental deposits are non-refundable, however, if you are able to reschedule your event we will be happy to roll-over your deposit to the new rental.

In the event of an outright cancellation we may be able to convert your deposit into a donation to The Bailey Theatre Society, which you can then use as a tax write-off.

What is my load-in time?

Your load-in time is the earliest time you, or anyone connected with your event, will arrive at The Bailey Theatre. This is the time at which billing for your rental commences and also the earliest time that staff will be on-hand to provide access to the building.

What is my load-out time?

Your load-out time is the time you plan to be fully vacated from the premises. That includes all your guests and any items (decorations, food, liquor etc) that you brought in with you.

What if my event runs late?

Bailey staff will stay on-hand until your event has concluded to your satisfaction. Any additional hours of rental time will be added to your invoice.

I don't need a full 8 hour rental, can you pro-rate?

Generally not. Our basic rental packages are "up to 8 hours" because we've found this can accommodate most private events and public performances. Depending on

how you need to use the space, however, we may occasionally be able to make exceptions.

Sound, Lights & Stage

I have a band/DJ performing at my event, what do they need to bring?

The Bailey Theatre has a top-notch sound and lighting system, which is included in your rental. Normally bands will bring their own instruments and amplifiers and we provide the rest. If you can supply us with contact info for your band or DJ, we will be happy to touch base to make sure everyone's on the same page.

Do I need to hire a Sound Man?

The Bailey Theatre's staff technicians are all fully-trained IATSE members, who are capable of looking after your needs. All rentals include technicians for sound, lights and rigging as needed. Some artists, however, prefer to work with their own technicians in which case their fees will be your responsibility. In such cases The Bailey Theatre will still provide staff technicians in a supporting role.

Can I have some special lighting effects for my event?

Our lighting technicians will be happy to accommodate your needs, just bear in mind that refocusing and programming lights is very time consuming so we strongly recommend booking additional rental time.

Movies, Videos & Slideshows

Can I show a movie at my event?

Yes, we can show movies from DVD, Blu-Ray and standard digital video formats, however you must arrange for the performance rights to the movie. Licensing for most studio releases can be obtained from Criterion Pictures (www.criterionpic.com) or Audio Ciné Films (www.acf-film.com).

I have a slideshow, what format does it need to be?

Pretty much any standard video format will work (WMV, MOV, MP4, AVI etc) and 1920 x 1080 resolution is optimal. Our system does not do well with PowerPoint presentations, however, so we really don't recommend them. If you absolutely need to use PowerPoint we strongly recommend bringing your own playback device (see next question).

I would like to bring my own video playback device, what connections do you support?

Our projector has inputs for VGA, DVI and HDMI. Connections can be made in the tech booth (upstairs) or on the main floor directly below the projector.

Food & Beverage

When do I need a liquor license?

All private events (weddings etc) require a valid liquor license if liquor is to be served. Please note that all liquor for private events must be supplied by the renter. All public events (concerts, plays etc) fall under The Bailey's liquor license and The Bailey retains all proceeds.

What is the corkage fee for?

Corkage is charged for all private events at which liquor is served. It includes use of The Bailey Theatre's glasses, ice, basic mix, coffee & tea, and bar supplies, and up to 2 bartenders (maximum 8 hour shift). The number of bartenders required is based on expected attendance and will be determined by the Hospitality Coordinator.

What is the BYO wine fee for?

The BYO wine fee only applies when you bring your own bottle of wine to a public event. This does not apply to private events.

Can we supply our own bartenders?

No, The Bailey Theatre provides qualified bartenders as part of the corkage fee.

Do I need to pay corkage for underage guests?

Yes, kids go through just as much pop, juice, ice and glasses as the adults!

When can I drop off the liquor for my event?

We prefer that your liquor is delivered no earlier than your scheduled load-in time.

What time is last call?

For private events, last call is usually the time listed on your liquor license. Please be aware that Alberta law requires that one hour is allowed for consumption after last call, so it needs to be at least one hour before your load-out time, regardless of your license.

What is the kitchen fee for?

The kitchen usage fee applies to all catered events at the Bailey Theatre, whether public or private. It includes use of the kitchen, Bistro (for food service), tablecloths, silverware and plates. Our Hospitality Coordinator will also be on-hand to provide assistance with use of the equipment.

How many people can we seat?

The Bailey Theatre can seat up to 144 people for dinner, but if you want a dance floor and a bar in the auditorium, then 120 is optimal. Some events put their head table(s) on the stage to increase capacity.

Who does the dishes?

Generally your caterer will bus tables and wash the dishes, but this is not always the case, so it's best to ask them about it beforehand. Ultimately the renter is responsible for this, so please make sure arrangements are made!

Who does the cleaning?

We do! Other than washing the dishes, all other cleaning is carried out by Bailey staff.

Can we bring our own food?

All food served at The Bailey Theatre must be provided by a licensed caterer. Prepackaged food (ie: deli trays, chips etc) may be brought , but no "homemade" foods are permitted.

Can we make popcorn?

For safety reasons, only Bailey staff are permitted to use the popcorn machine. Let us know in advance and we'll arrange to have someone on to do this for a nominal fee.

Bailey Theatre Contacts

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