



Walterdale Theatre Associates

PROPERTIES RENTAL POLICY AND PROCEDURES

Contacts (As of September 10, 2018):

Debbie Tyson, Properties Manager debbie.tyson@shaw.ca

Louise Mallory, Production Director louise.mallory@gmail.com

Karin Lauderdale, Production Director karin.lauderdale@gmail.com

1. Walterdale Theatre Associates (WTA) lends properties, including furniture and stock pieces, to Walterdale members. Priority is given to WTA productions. Companies and individuals wishing to borrow from WTA must have a current membership prior to submitting a request to borrow.
2. A pull fee of \$25 for each appointment is required regardless of what items are borrowed.
3. A minimum deposit of \$150 is required at check-out. Payable by cheque, the deposit will not be cashed unless the items are returned late or damaged, or if the agreement is not abided by. The deposit amount is based on the number and value of properties borrowed and may be increased from the \$150 base fee. The deposit cheque will be returned once items have been returned undamaged and on time.
4. The Props Room is accessible by appointment only, subject to the availability of the Properties Manager (or designate). Borrowers must request an appointment via an email sent to the Properties Manager and/or the Co-Directors of Production, including ideal dates and times for the pull or the return, and a list of properties sought or to be returned.
5. If borrowers return items without notice, confirmation, or the Properties Manager (or designate) present, WTA will retain the deposit for non-compliance with stated policies.
6. No appointments, either for borrowing or returns, are permitted during the tech week or run of each production during the Walterdale season, nor during the month of August. A season calendar showing unavailable dates will be provided to you once you request to borrow.
7. Borrowers are required to pull and move their own props, accompanied at all times by the Properties Manager (or designate). When renting furniture or other large items, appropriate numbers of people need to be present to move and load such items. Borrowers are expected to have rope, straps and packing material to move the prop safely and without causing damage.
8. Each rental must have a signed contract with the name, signature, and phone number of the borrower; this person is then monetarily responsible for all items borrowed during the lending period.
9. Borrowers are required to be available and present for their returns; no exceptions.
10. You may only alter a prop with the written permission of the Properties Manager, given in advance on the rental form.
11. The first pull fee of \$25 can be waived in return for program ad space.

Walterdale Theatre Associates (WTA) reserves the right to refuse service to those who have not/do not abide by the Policies and Procedures.

No appointments are available on blacked out dates



Walterdale Theatre Associates
PROPERTIES RENTAL AGREEMENT

Borrowers Name/s: _____

Production/Location: _____

Phone #: _____ Email: _____

Rental Start Date: _____ Rental Return Date: _____

I have read and understand the Properties Rental Policies and Procedures and agree to abide to them.

Signature _____ Date _____

LIST OF ITEMS BORROWED	

Deposit paid _____ - Fees charged _____ = Amount refunded _____

Check out _____ (Date) _____ (WTA Rep)

Check in _____ (Date) _____ (WTA Rep)

Initial _____