



LA NOUVELLE SCÈNE
- Gilles Desjardins -

NEED ASSESSMENT FORM

I - TENANT

No free parking for tenants. Private parking adjacent to the building is available for tenants and clients. Fee is 5\$ for evenings, weekends and overnight. The daily rate is 9\$. Parking is accessible from King Edward Avenue north and from Nelson Street. An additional pay station is situated at the entrance of our building.

Name of organization or company

Event title

Billing information

Address, city, postal code

Contact person

Contact person information

Telephone and email

Rental request category

L'événement se déroulera en français

- Créations et formations artistiques (théâtre, musique, danse, performance)
- Diffusion artistique (théâtre, musique, danse, performance)
- Événements spéciaux : Organisme à but non lucratif (OBNL) (galas, conférences de presse, réunions, 5 à 7, etc.)
- Événements corporatifs/privés (conférences de presse, réunions, 5 à 7, célébrations)

Events will be held primarily in English

- Artistic creation and training (performing arts : theatre, music, dance, performance)
- Arts promotion (performing arts : theatre, music, dance, performance)
- NPO Special events (press conferences, meetings, cocktails)
- Corporate/private events (press conferences, meetings, cocktails, celebrations)



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II- EVENT DETAILS

Event description

Event schedule or other pertinent information

Event starts (YYYY/MM/DD) :

Event ends (YYYY/MM/DD) :

Venue occupation starts at (HH:MM) :

I.E. venue preparation, decoration, caterer arrival

Event start time (HH:MM) :

Event ends at (HH:MM) :

Number of people expected :

0-25

26-50

51-100

101-150

151-173

III- Venue selection

** Additional charges for all changes to the basic configuration*

Studio A

(Maximum capacity – 173 seats for non-amplified performances ; 165 seats for amplified performance)

*Basic configuration : Italian style (bleachers) **without** a basic house lighting plot, includes 2 dressing rooms and a green room.*

Studio B

(Maximum capacity – 75 seats)

*Basic configuration : Italian style (bleachers) **with** basic house lighting plot and one dressing room.*

Studio C (Rehearsal hall/meeting room)

(Maximum capacity - 40)

Basic configuration : One large conference table for 10 people, house sound system, flat screen. Does not include a dressing room.

Bistro Marcil Lavallée

(Maximum capacity – 125)

Basic configuration cocktail style : 5 bistro tables, 20 chairs, 6 high cocktail tables, lighting, 12x8 stage and house mic. Does not include a dressing room.

IV- Additional charges

Rental fees provide access to sound and lighting equipment included in technical riders. Technical labor, FOH Manager, bar service, technical equipment rentals are subject to additional charges. Working hours scheduled for technical resources normally start at 9am and must not exceed 12 consecutive hours. Each technical intervention must not be inferior to 3 hours. For each 4-hour working period, a 15-minute break is required. A 1-hour lunch or dinner break is imposed for all consecutive 8-hour shifts.

Required technical labor and FOH manager

Front of house Manager (mandatory : this person is responsible on-site and for the good execution of the rental agreement)

Technical Director (mandatory for all Studio A request. Mandatory for Studio B requests with technical requirements)

Console Operator

Technician

Do you wish to include LNSGD bar service? (additional fee 100 \$)

Yes No

Will you call upon a catering service for your event?

**Additional fees (50\$) for giving access to the kitchen for platter preparation (no cooking on site). Tenant is held responsible for cleaning the kitchen after use.*

Yes No

Venue configuration:

** Additional charges for all changes to the basic configuration*

Studio A

- Basic configuration (Italian style (bleachers) 173 seats, **without** a basic house lighting plot, includes 2 dressing rooms and a green room.)
- Cabaret* (requires bleachers removal (~ 3200\$ tear down and reset. Additional charges for the rental of tables, chairs, tablecloths, etc.)
- Customized configuration*

Studio B

- Basic configuration (Italian style (bleachers) 75 seats, **with** basic house lighting plot and one dressing room.)
- Black box* (requires bleachers removal : ~ 400\$ for tear down/reset and lighting adaptation fees)
- Cabaret* (black box + special event furniture rental [tables, chairs, tablecloths, etc.]
- Customized configuration *

Studio C (Rehearsal hall/meeting room)

- Basic configuration (one large conference table for 10 people, house sound system, flat screen TV. Does not include a dressing room)
- Customized configuration*

Bistro Marcil Lavallée

- Basic configuration (cocktail style : 5 bistro tables, 20 chairs, 6 high cocktail tables, lighting, 12x8 stage and house mic. Does not include a dressing room.)
- Cabaret configuration* (15 bistro tables, 60 chairs, 12x8 stage, lighting and one house mic)
- Customized configuration*



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Technical equipment

- Digital projector (Studio A or B)
- Screen (16:9 / 6x8)
- Cyclorama (Studio A only)
- Bistro media centre : Video projector, projection screen and digital monitors
- Hazer (Studio A and B)
- Other :

Information regarding video

Do you have the equipment to generate the video? (i.e. laptop, USB key)? yes no
If you bring your laptop, please provide adaptors for plugging in your devices.

Additional information

TO REACH US

Please contact us by email at : locations@nouvellescene.com or dial 613-241-2727 extension 109 to further discuss your special event/performance with our Rentals Manager.

MARIE-NICOLE GROULX

Rentals Manager
613-241-2727 extension 109
locations@nouvellescene.com