



CHRIST CHURCH CATHEDRAL / LA CATHÉDRALE CHRIST CHURCH

1444 Union Avenue, Montréal, QC, H3A 2B8 Tél (514) 843-6577 Fax (514) 843-6344

E-mail: concert.rentals@montrealcathedral.ca

CONCERT RENTAL ENQUIRY FORM

A) ORGANIZATION

Name: _____

B) MAIN CONTACT PERSON FROM ORGANIZATION

Name: _____

Cell phone number: _____ Email: _____

C) STATUS OF ORGANIZATION

Is the concert being presented either by students, L'Oasis Musicale, or by young, local emerging artists?

Yes No

Is the organisation a registered charity or Not-for-Profit? Yes No

If yes, what is the registered charity number? _____

Approximately how many people will be performing at the concert? _____

(Note: The TOTAL capacity of the cathedral is 584 people, inclusive of performers)

D) REQUESTED DATE AND TIME OF CONCERT

(please include desired concert time as well as requested duration of rental)

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E) REQUESTED DATE, TIME, AND DURATION OF REHEARSALS

(Note: there is a charge of \$75 if you have a rehearsal the night before a concert, and desire not to tear-down any staging or set-up.)

F) STATUS OF CONCERT

Is the concert a ticketed event? Yes No

Are all proceeds from the concert being donated to charity? Yes No

If so, which charity? _____ (A letter of proof from the charity will be required)

G) USE OF CATHEDRAL INSTRUMENTS, EQUIPMENT, FACILITIES, AND ADVERTISING SPACE

Please tick below if you wish to use:

Instruments for hire

Grand piano (Yamaha Conservatory) Yes No **Harpsichord** Yes No **Cathedral organ** Yes No

The portative organ (NB This is not owned by the cathedral, so the owner's fees will apply) Yes No

Equipment (free of charge)

Flood lighting (2 tripods) Yes No

Music stands (We have 18 stands) Yes No **Stand lights** (We have 15 music stand lights) Yes No

Step risers (two 8-foot risers to widen the depth of the steps, especially for singers) Yes No

Top step risers (six 1-foot high risers to give a further raised row of choir) Yes No

Conductor podium large (3'x2'x 1') Yes No **Conductor podium small (2'x2'x 6")** Yes No

Facilities

We have 2 green room facilities, one for about 20 artists and the other for about 4 artists.

Will you require additional green room facilities? (we have 2 other rooms available, each for up to 50 artists.)

Yes No

If so, how many rooms? _____

Advertising Space

Use of our sandwich-board outside the front of the cathedral (2' x 4') for your own poster. Yes No

H) USE OF ORGANIZATION’S OWN, OR HIRED, EQUIPMENT

Please tick below if your organisation will be bringing in:

Lighting? Yes No **Staging?** Yes No **Amplification equipment?** Yes No
Recording equipment? Yes No **Other:** _____

Please note the **following restrictions on the use of your own equipment** from the Dean and Corporation of the Cathedral. Failure to respect these restrictions will result in your equipment being removed:

1. No staging, scenery, equipment etc. can be stored in the Cathedral on Sundays. (*i.e.*, Saturday concerts must clear away before 7am on Sunday, and no staging, scenery, equipment etc. can be brought into the Cathedral until after the last Sunday service of the day, Evensong (5.15pm))
2. No equipment, books, lamps, or any other item may ever be placed upon any of the altars. The Nave altar may only be moved with permission from the Vergers and Rental Concert Manager. When movement is approved the Vergers must be present or preferably the ones who would move the altar. This stipulation is applicable to all CCC furniture (*i.e.*, eagle lectern, flowers on pedestals, credence tables, clergy chairs, etc.)

I) STAFFING AND SUPPORT

A Cathedral Verger will be on duty for security and the Concert Rental manager will be on site to assist the Organization. **If more than 150 people are expected to be present at the event (artists + audience) a second verger will need to be on duty.** The costs for the second verger will be borne by the Organization, as below.

J) BASIC COSTS

Please note these costs are not final. The final costs will be arrived at subject to the information provided by the organisation on this enquiry form. Final costs will appear on the Rental Booking Contract form which Christ Church Cathedral will provide to the organisation on receipt of this enquiry form.

Basic

Hall rental
 Administration and concert Manager presence at the concert
 Security (\$12.50 per hour)

Optional Extras:

Mandatory Insurance

From the Anglican Diocese of Montreal
 (payable directly to them)

TOTAL: