

GRAND RENTALS

BOOKING TIMELINE

STEP	TIMELINE*	DESCRIPTION
FILL OUT INTAKE FORM	At least 4 months prior to first rental date	Using the online intake form you will be asked to provide detail on your desired date, venue, and basic event details.
CONFIRMATION & ESTIMATE	Within 2 weeks of completing the form	A Grand Theatre representative will reach out confirming availability, and if available, provide a customized estimate for your booking.
AGREEMENT & DEPOSIT	1 week after receiving the estimate	If you wish to move forward with the booking, at this time we will provide a formal agreement to be signed and returned. A nonrefundable deposit is also due.
CONFIRM TICKETING & PRICING	2 weeks before pre-sale or first on-sale date	Complete the provided CBO forms to provide ticket sales information for your event.
TICKETS ONSALE	Determined by client	Event on-sale date.
CONNECT WITH TECHNICAL DIRECTOR	2 months before first rental date	Connect with the Technical Director regarding the scope of your rental event and provide any technical requirements or requests (e.g. live stream equipment, projection use, set install, flies, etc.).
FINALIZE SCHEDULE	1 month before first rental date	Finalize your rental day schedule and technical requests with the Technical Director.
CONNECT WITH FRONT-OF-HOUSE	1 month before first rental date	Complete the provided Front-of-House forms. This information will be used to create staffing schedules, and create an elevated patron experience.
CERTIFICATE OF INSURANCE DUE	At least 2 weeks before first rental date	Submit your certificate of insurance to us. The sooner you can do this, the better, but the final deadline is 2 weeks out.
RENTAL DAY	Day of rental	Check in with the Technical Supervisor upon arrival. Once your team is assembled the technical staff will do a venue safety chat with everyone then help your team load in and start tech.
FINAL SALE REPORT	2-3 business days following the last rental day	Once the event has been closed in our ticketing system you will receive a copy your final sale report.
FINAL SETTLEMENT	1 month post rental	Final settlement & invoicing information emailed for review—once the settlement is agreed upon by both parties a cheque will be issued.

**Timeline is approximate and is not guaranteed.*