

GRAND RENTALS

BOOKING TIMELINE

STEP	TIMELINE	DESCRIPTION
HOLD A DATE	AT LEAST 4 MONTHS PRIOR TO FIRST RENTAL DATE	Send us your date inquiry, if the day you want is available, place it on hold (you do not need to put down a deposit until you move to the contract stage).
FILL OUT INTAKE FORM AND SIGN VENUE CONTRACT	AT LEAST 4 MONTHS PRIOR TO FIRST RENTAL DATE	When you are ready to go to contract, fill out an Event Intake Form. We will build the contract off of the Client Information, Event Title, and Access times. Sign the Venue Contract.
PAY VENUE DEPOSIT	UPON SIGNING THE VENUE CONTRACT	Pay the Venue Deposit.
CONFIRM TICKETING & PRICING	1 MONTH BEFORE PRE-SALE OR FIRST ON-SALE DATE	Connect with the Grand Theatre to confirm your event pricing, details and submit the Ticketing Contract.
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	Connect with the Front-of-House Manager regarding lobby and door timings, merchandise sales, event photography, and Liquor specialty requests.
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	RENTAL DAY	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	APPROX. 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	10 BUSINESS DAYS POST RENTAL	Final settlement & invoicing information emailed for review—once the settlement is agreed upon by both parties a cheque will be issued.