

Powerhouse Theatre Booking Protocol

Purpose: Because of a number of different groups that will be using the Powerhouse Theatre, a way is needed to prevent double-booking and conflict therein. A method of communication must therefore be established so the building can be used in accordance with the Constitution of the Society.

1. When the season has been set, the VP Productions, with input from Directors, will book dates into the Membership calendar with the President for shows and rehearsals.
2. As bookings are requested after that time (by rentals, workshops, socials, AC, youth, etc) they should go through the President who will have intimate knowledge of dates the other groups are using the theatre. There may be a tentative booking given then if there is no known conflict.
3. Before any booking is finalized, the President must send out confirmation to the chairs or managers of the other groups to confirm that the date is not disputed.
4. After the all-clear is given, the theatre can be booked.