

Jalynn Bennett Amphitheatre Catharine Parr Traill College

USER GUIDE



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About the Jalynn Bennett Amphitheatre

The Jalynn Bennett Amphitheatre is a three-season performance space based at Trent University's Catharine Parr Traill College that promotes cultural expression and connects performers and audiences from the Peterborough Community.

Traill College manages the space and determines the suitability of all performances. Although an open-air and accessible space, interested performers and artists are required to contact the Traill College Office in advance of any use. An updated schedule of performances will be maintained by the Traill College Office for consultation.

User Definitions

STUDENTS/STAFF - (Current undergraduate, graduate, staff, and faculty of Trent University).

PROFESSIONAL GROUPS - (Incorporated bodies with paid members or paid freelance performers).

COMMUNITY/AMATEUR GROUPS - (Not-for-profits with volunteer members, or unpaid performers).

Facility Booking and Rental Information

Booking the Amphitheatre

- After a booking request has been submitted, it will be subject to review before approval.
- **Booking requests must include:**
 - Completed Booking Form
 - Read and signed Rental Agreement
 - Proof of Insurance (if applicable)
 - Proof of Non-Profit Status (if applicable)
 - Payment of non-refundable damage deposit

Rental Fees

- University members using the space for a sanctioned University event will not be charged for the use of the Amphitheatre and adjacent facilities. A sliding scale of user fees will be applied to other users of the space, namely **Professional groups** and **Community/Amateur groups**.

- Members from all the above groups will be encouraged to use the space. **Student use** will be prioritized during the **Fall-Winter academic term**. The **summer season** will have a particular focus on **Professional** as well as **Community/Amateur use**.
- The College reserves the right to sponsor performances and may decide to waive any applicable rental fees. The College may negotiate an alternative rate for longer term periods of use. Rental fees (as listed) are for the use of the stage and theatre space only. Lighting, sound, additional spaces, and other required services are to be paid separately by the Renter.

AMPHITHEATRE RENTAL FEES	PROFESSIONAL	COMMUNITY/AMATEUR	STUDENT/STAFF (University sanctioned event)
Spring-Fall (April-May / September-November)	\$50/Performance Hour \$30/Practice Hour	\$25/Performance Hour \$10/Practice Hour	Free
*Fee ensures exclusive use of backstage, stage, and front of house.	3-Hour Minimum: \$150 (includes House Manager) Each Additional Hour: \$50	3-Hour Minimum: \$75 (includes House Manager) Each Additional Hour: \$10	Free

A **refundable damage deposit of \$100** is to be paid in advance to reserve a booking from any Professional or Community/Amateur group.

Cancellation Policy

- After your booking application has been completed in full (which includes payment of damage deposit and providing proof of insurance if applicable), Traill College will review your request and send an approval and confirmation of booking to the indicated person of contact.
- Once confirmed by the College, the event can be cancelled up to 14 days before the event commences without penalty.
- Any cancellation requests after the 14-day period will be charged.

Services Included in Amphitheatre Rental Fees

- Exclusive use of the Amphitheatre space
- Accessible public washrooms
- Access to power
- Pre-event site meeting during Traill College Office hours
 - This can be booked through the College Office.

Services NOT Included in Amphitheatre Rental Fees

- Lighting and Sound equipment and Technicians
 - Technicians can be booked through the College Office.
- Post-event facility cleanup or maintenance – This is the renter's responsibility
- Ushers, Security, or Stage Management
- Food handling permits and liquor license
- Adjacent Traill College Spaces
 - There are several optional bookable spaces offered by the College Office which can be booked for an additional price to meet the specific needs of an event.
 - This option must be confirmed and paid for at the same time as the booking of the Amphitheatre and cannot be added on later.
 - List of bookable spaces can be found on page 7.

Facility Specifications

Stage

- Circle stage: 17.9ft in diameter, 56.2ft circumference. 79.9 sq ft Trex flooring

Lighting and Sound (Additional cost)

- **Lighting:**
 - 1 Complete Lighting System
 - 1 Lighting Board
 - 6 ColorSource Jr. LED Fixtures
 - 8 ColorSource Pars (Parabolic Aluminized Reflectors)
- **Sound:**
 - Please inquire with the College Office (705-748-1011 ex 7020)

Audience Area

- Occupancy for 140 patrons which includes accessible seating in multiple locations.
- Turf tiers allows patrons to bring a blanket or chair to enjoy the space as desired.
- Two accessible and all-gender washrooms are located in Bagnani Hall.
- Two accessible and all-gender washrooms are located in the Trend.

Parking, Transit and Access

Parking

- Parking is free along Dublin, London, and Stewart Streets in accordance with the Peterborough City bylaws and parking regulations. This is a residential area so please be mindful when parking.
- **The Peterborough Hospice parking lot is not to be used by event organizers or patrons.**
- There are two pay-and-display parking lots on-site that can be accessed off Dublin Street which require a permit in accordance with Trent University's parking regulations.
- 3 Accessible parking spots are available
 - Parking is enforced by Trent University Parking Staff 24/7
 - Parking can be paid through the *HotSpot Parking App*
 - Use lot Number 7777 for Traill College
 - Prices are subject to change. More information can be found here:
<https://www.trentu.ca/parking/>
- See the map attached at the end of the *User Guide* on page 11

Transit and Bike Lock-Up

- Several Peterborough bus routes stop at Traill College (Reid and Parkhill).
 - Please check the Peterborough City Transit website for up-to-date information on bus routes.
- Several bike racks are on the property for users to lock their bikes provided they bring their own bike-locks. Traill College is not responsible for stolen or lost property.

Loading Area

- Access to the loading area is located off Dublin Street. Drive carefully past the parking lot and waste collection area to the accessible parking spot outside of Scott House.
- Please note that this loading area is not a parking space, and load in and load out times should be specified in the *Booking Form*.



Bylaws and Permits

Music and Noise:

- Sound checks and programming must not begin before **9:00 am** or extend beyond **10:00 pm**.
- If the event plays or produces live or recorded music, a license may be required from the Society of Composers, Authors and Music Producers of Canada (SOCAN). Please contact them for licensing fees and information on whether you need a license for your event.
- Generators are prohibited.

Trent University's Pets on Campus Policy

- Pet owners wishing to bring their animal onto campus assume full responsibility for safekeeping, controlling, and cleaning up after their animals at all times. Pet owners are expected to respect the rights of others to engage in on-campus activities without disruption in a safe and healthy environment. Animals that have injured or threatened the safety of any person will not be permitted on campus.
- **Pets are not permitted on the Amphitheatre turf.**
- Costs, including costs for overtime spent by caretaking to clean indoor spaces in which pets are kept, legal costs and damages arising from civil liability claims due to non-compliance with this policy, shall be the pet owner's responsibility.

Pet owners are responsible to ensure that:

1. Pets on campus are to be leashed and/or kept under the physical control of their owner at all times and not left unattended on university property.
2. Pet excrement is immediately picked up, bagged and placed in an appropriate outdoor waste receptacle and messes caused by animals in indoor spaces are promptly cleaned up.
3. Pets brought on campus have up to date rabies and core inoculations as determined by the Ontario Veterinary Medicine Association, are free of disease and pests, and are tagged and licensed in accordance with municipal bylaws. Owners must produce inoculation documentation when requested by their supervisor or Campus Security.
4. Pets do not disrupt the work, study, or activities of others on campus.
5. Their pet is removed immediately when the owner is directed to do so by their supervisor or Campus Security due to health, safety, or disruption issues.

Smoking:

- Trent University and the Traill College Campus are non-smoking facilities **at all times**.
- Smoking is prohibited in the Amphitheatre and on the surrounding campus property.

- Smoking cannabis and tobacco is only permitted in the Smoking Hut located between Scott House and Kerr House.

General Information

Amphitheatre and College Property

- Property belonging to Traill College may not be removed from the Amphitheatre area, rooms, or offices. All furniture and equipment must be returned to its original position following the event. If re-arrangement of furniture is required, please confirm your needs with the Traill College Office.

Content Limitation, Signage and Promotion

- As a University, Trent is committed to an environment that embraces viewpoint diversity. It aims to support its students and faculty achieve their full potential by facilitating the expression of their diverse perspectives.
- All events and activities carried out at the Amphitheatre are subject to review. Promoting or inciting hatred and violence will not be tolerated. Non-compliance may result in a cancellation of the booking or event.
- Trent University reserves the right to deny access or remove persons who act in ways that compromise others' rights to safety and security. The University may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the University free speech policy which can be found here:
<https://trentu.sharepoint.com/sites/TrentPolicyLibrary/Trent%20Policy%20Library/Free%20Speech%20Policy.pdf>
- Placement of signage, decoration, or directional aids in the Amphitheatre or on Traill College property must be approved prior to the event. **All signage and directional aids must be removed immediately following the event.**

Lost and Found:

- Traill College and staff are not responsible for any theft, loss, or damage to items left in/on the Amphitheatre or the College property. Any abandoned, lost, or unclaimed property will be housed temporarily by the College Office before disposal
 - Contact the College Office (Scott House - 705-748-1011 ex 7020 | traill@trentu.ca)
 - Or Campus Security (Non-emergency line: (705) 748-1328 | security@trentu.ca)

Waste Removal:

- Sufficient waste and recycling receptacles are provided on the Traill College property. It is expected and required that the event attendees and users remove garbage and recycling during and after the event and sort the waste into the small waste sorting stations outside, or the large sorting station located near Dublin Street.
- Non-compliance will result in forfeit of the \$100 deposit.

Additional Bookable Spaces

Trill College offers several options for additional bookable spaces which can be included in the booking of the Amphitheatre to suite the renter's needs and preferences.

Please note that for the additional spaces, priority is given to the College and University's needs, especially during the academic season when classes are running.

Indoor Bookable Spaces

Bagnani Hall – BG 101

Capacity: 80 people

Accessibility: Open concept, accessible doors, accessible washrooms, tiled flooring.

Potential Uses: This space is ideal to book as a preventative measure in the event of poor weather opposed to rescheduling the event or performance. The tables and chairs can be moved or temporarily removed as needed, and the technology provided in the room can serve a multitude of purposes.

Tech Specifications:

- Data Projector (HDCP compliant) - Data Projector connected to the Lectern AV
- HDMI Laptop Input - Lectern with a laptop input adapter
- VGA Laptop Input - Lectern with a laptop input adapter
- Lectern Computer - Internet/TrentNet - login required (Guest login can be provided if requested)
- Podium - Compatible with data projector
- Microphone - Wireless - Wireless Microphone at lectern (Security peg required)
- YuJa/Lecture Capture/Live Webcast - Lecture capture and/or live Webcast capability

Photographs of Bagnani Hall:



The Trend

Capacity: 60 people

Accessibility: Accessible entry via elevator in Wallis Hall, accessible all-gender washrooms, tile and wood flooring.

Potential Uses: The Trend is located right in the heart of Catharine Parr Traill College, right next to the new Jalynn Bennett Amphitheatre. If you would like to have your event catered, this would be a good additional space to book. Guests can enjoy food and drink in the casual dining space. Please note that caterers and food are not included in any booking fees, procuring caterers and food is up to the renter.

Specifications:

- Two accessible all-gender washrooms
- Outdoor patio which connects to the Jalynn Bennett Amphitheatre

Photographs of the Trend:



Outdoor Bookable Spaces

Kerr House Front Lawn

Capacity: 100 people

Accessibility: Accessible pathways to the lawn, flat grass terrain suitable for most mobility scooters.

Potential Uses: The Kerr House Front Lawn has been home to a number of performances such as Irish Millie and the Verandah Society. If you would like to host an outdoor reception for your event, the Lawn provides the perfect space. Outdoor tents could be purchased from a third party company to create a quaint reception venue.

Specifications:

- Flat, grassy lawn surrounded by trees
- Outdoor electrical outlets on the porch

Photographs of the Kerr House Front Lawn



Kerr House Back Lawn

Capacity: 100 people

Accessibility: Accessible pathways to the lawn, flat grass terrain suitable for most mobility scooters.

Potential Uses: The Kerr House Back Lawn is closer to the Amphitheatre, more shaded, and suitable for an outdoor tent. If you would like to host an outdoor reception for your event, the Lawn provides the perfect space. Outdoor tents could be purchased from a third-party company to create a quaint reception venue.

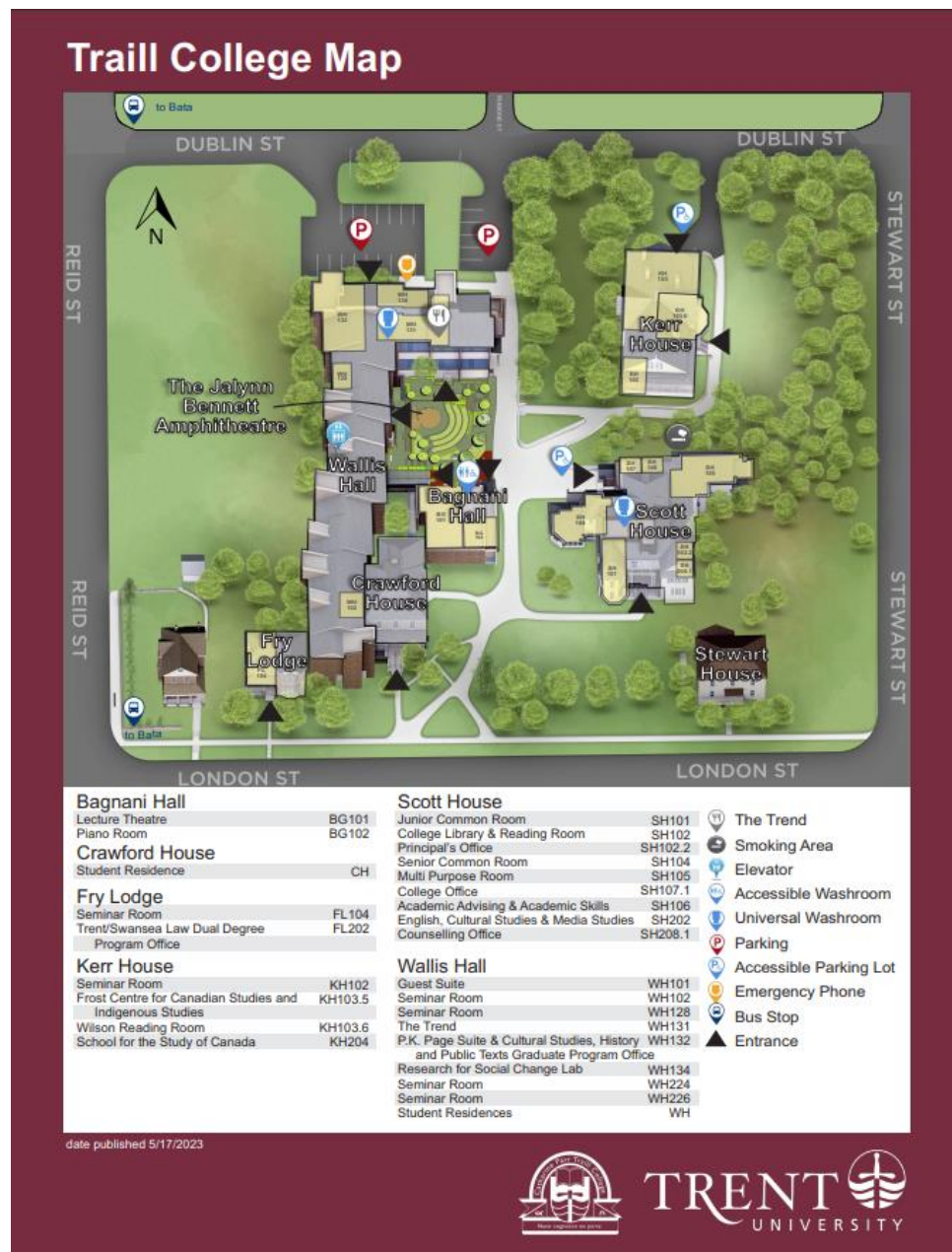
Specifications:

- Flat, grassy lawn surrounded by trees
- Outdoor electrical outlets on the porch

Photographs of the Kerr House Back Lawn



Map of Catharine Parr Traill College



Questions? Contact the Traill College Office

Scott House – Catharine Parr Traill College

300 London Street, Peterborough ON

705-748-1011 ex 7020

traill@trentu.ca