

Registry Theatre – Rental Policy

Priority for use of The Registry Theatre is as follows:

1. J.M. Drama Alumni
2. The Registry Presents Series
3. Current Renters
4. New Renters in order of date of request

Inquiries about rental availability are welcome at any time, however, available dates in the short to medium term are very limited. For best success in securing specific dates, renters are welcome to submit their request(s) by email annually starting in January for the following season (September through June). The Registry Theatre and J.M. Drama Alumni endeavour to block their season dates by the end of February each year, at which time renter requests will be reviewed.

Organizations which have historical patterns of rentals with the Registry will be given first opportunity, then requests from new renters will be considered in the order received. The Registry/J.M. Drama have some flexibility on block bookings for their own performances and will make reasonable accommodation to allow renters access to the facility; renters who are able to be similarly flexible stand the best chance of landing a mutually agreeable booking.

Dates to be used by J.M. Drama, The Registry Theatre, and current renters will be confirmed by February. Additional dates will then be released.

In all cases, bookings will be offered by the General Manager of the Registry, but are NOT CONFIRMED until a contract has been signed by the renter and returned with the applicable deposit. Renter organizations who are delinquent in observing payment terms may be moved to the end of the queue in subsequent seasons.

Payment Schedule, Cancellations, and Refunds

A \$100 security deposit is due upon receipt of contract. The full rental fee is due 30 days prior to the rental date(s). Upon conclusion of the rental, provided no additional charges have been incurred, a full refund of the \$100 security deposit will be issued.

If a rental is cancelled more than 60 days in advance, the security deposit will be refunded. If a rental is cancelled between 60 and 30 days in advance, the security deposit will be retained by J.M. Drama Alumni. If a rental is cancelled with less than 30 days' notice, J.M. Drama has the right to retain the security deposit plus the full rental fee. Traditionally, J.M. Drama only has only exercised this right if the dates in question are during the peak periods of Sept-Dec or March-June, and if an alternate renter for the dates cannot be found.