

A PROPOSAL

FROM: NORTH FRONTENAC LITTLE THEATRE

TO: CENTRAL FRONTENAC TOWNSHIP COUNCIL

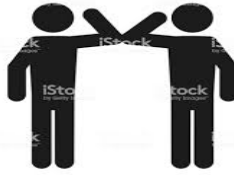
“TOWARD A PERMANENT PRESENCE AT THE OSO HALL”

WE APPROACH COUNCIL AS A LONG SERVING COMMUNITY THEATRE IN SEARCH OF A NEW PERFORMANCE VENUE THAT WOULD PROVIDE US FINANCIAL SECURITY, STABILITY AND THE ASSURANCE OF THE FUTURE OF OUR PROUD INSTITUTION.

JUNE 23, 2020

1. BACKGROUND

- NFLT is a proud, not for profit, volunteer-driven, community theatre that faithful audiences support through ticket purchases which offset production costs allowing us to stay afloat
- After forty years of crowd-pleasing performances at Sharbot Lake High School, and more recently, at the Granite Ridge Education Centre, NFLT came to the decision earlier this year that **continued use of the school stage as our main venue is no longer viable**. Reasons for this decision vary greatly and include new user fees that the Limestone District School Board put in place last year
- At a Council Meeting on November 12, 2019, we requested township support concerning this dilemma, and floated the idea of adopting the Oso Community Hall as our new venue. **Council reacted favourably** to the idea and waived rental fees for our trial production at the hall.



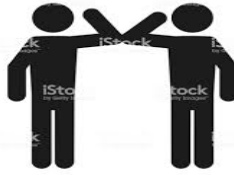
- NFLT next approached the Central Frontenac Recreation Committee. They voted unanimously to allow us membership under their Arts and Culture sector, and asked Council liaison, Sherry Whan, to bring the results of this vote back to Council for discussion and hopeful ratification.

2. RATIONALE

- With the possibility of township support in terms of financial security, the Oso Hall is the obvious best bet for an entertainment venue in Sharbot Lake that suits NFLT's needs. We are buoyed by witnessing how other community halls have become popular theatre and music centres, including the Bellrock Community Hall and the Snow Rd. Village Community Hall.



Bellrock Community Hall adds live theatre to its other on-going events; for instance, "The Great Ice Cream Scheme" was presented as dinner-theatre in 2013 to sold out audiences. The Frontenac News writes, "It is because of the committed work of the members of the Bellrock Community Association along with a very talented community of crew and cast that the



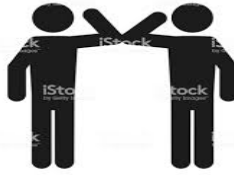
Bellrock Schoolhouse Theatre has become a hot spot for local theatre and other community events.”

- We feel that there would be many positive outcomes with NFLT’s presence in the Oso Hall. Children’s summer theatre, Open Mics, and other events hosted by NFLT, as well as the community, could be expanded upon and flourish.
- Any alterations that we might spark would benefit all users of the hall. Alterations might include:
*Permanently installing our **professional theatre lights**, and having our technicians operate them for other events when possible, or train other community members to use them; a **refurbished stage area**; helping to implement a **professional sound system***

3. SCOPE

What would an NFLT “permanent presence” at the Hall look like?

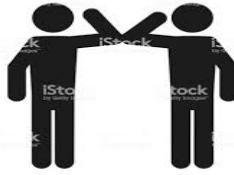
- Installation of **theatre lights** (see “Implementation Plan” and Addendum)
- Plans to collaborate in **refurbishing the stage** and implementing a **common use sound system**
- A minimal (4 feet by 6 feet) **designated storage area** for props, make-up, paint and our light board. (We have discussed the possibility of bringing in a securable locker with Facilities Coordinator Terry Asselstine)
- The production of **two plays a year**, (one in the fall and one in the spring) with the possibility of a two week **Children’s Theatre Camp** in the summer



- **Booked rehearsal time** would entail approximately six weeks for a one act play, eight to ten weeks for a regular three act play, and up to twelve weeks for a musical.
- Two to three rehearsals would run weekday evenings from approximately 6:00 PM to 9:30 PM with the possibility of the odd weekend afternoon booking. Several extra evenings may be required to set up stage flats and lighting. **NOTE:** Except for the last week of rehearsals and performance week, we would cancel any rehearsals if other groups wanted to use the hall for those nights.

... SCOPE ... continued

- **Performance week** would require daily evening bookings with performances running Thursday through Saturday evenings with a



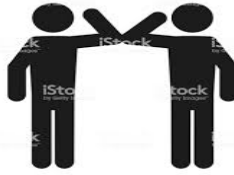
Sunday matinee. The Monday after would be required for set removal and clean-up

- **Background scenery flats** will be secured on the stage in the latter part of the rehearsal period
- **The large kitchen with the possibility of the two rooms behind** would be in use during performance week for actors and musicians to assemble in and ready themselves for stage entrances and exits. There is the possibility of hosting a dinner theatre as well, whereby the kitchen would be put to good use

4. IMPLEMENTATION PLAN

If all goes well, this is our vision for us moving into the Hall:

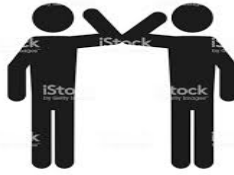
- Off the top, if necessary, NFLT could seamlessly mount a production in the hall with **nothing extra required on the part of the township**. We have performed in the hall before. We did two one-act plays in the spring of 2014. We rehearsed twice a week from 6:30 – 9:30 pm, plus booked some additional evenings to set up lights. We used our own portable lighting system.



NFLT was proud to mount its 2014 production of "Norm Foster Comedies" at the Oso Community Hall to very appreciative

... IMPLEMENTATION PLAN ... continued ...

- For our first step, we would capitalize on current ceiling replacement plans by the township and **permanently install our professional theatre lights** (please see "Responsibilities of the NFLT)
- Along with light installation, we would install and power our 24-light two pack dimmer lighting system
- **Finalize designated storage area** and install securable locker
- Look toward the **spring of 2021** for mounting our first Oso Hall performance.
- Undergo our **production process** including rehearsals, stage set-up, performance week protocol, performances and striking of set and clean-up
- **Include a Council representative** such as the Rec Committee liason in a post-play debriefing session where we evaluate strengths and address weaknesses vis-à-vis our presence in the hall. Look for snags in the production process that would adversely affect the on-going operation of the hall and decide on ways to address them.



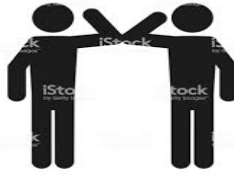
- Discuss with Council representative **improvement plans** for common usage enhancement including stage refurbishments (theatre curtain, valence curtains, extended stage), sound system, portable risers to create two or three levels of seating etc. **Decide upon feasibility of and timeline** for implementing these improvements

5. PROPOSED RESPONSIBILITIES OF THE NFLT:

- The NFLT pledges to abide by Oso Hall Rental Agreement regulations as laid out by the township and fine-tuned for NFLT
- The director and/or stage manager of each production will be the first in and last out of the hall for shows and rehearsals and will be responsible for cast members and clean-up. **We will leave the hall as we found it** and secure the building. (We would need access to a key during rehearsal and show day schedules).

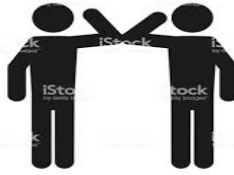
... PROPOSED RESPONSIBILITIES OF THE NFLT... continued...

- Although we would need a solid commitment for our performance week, we could be **quite flexible** for our rehearsal days. If another group needs the hall on a certain night, we would be happy to cancel or move our date
- When possible, we will **provide a technician to operate the lights** for given community events, or train someone appropriately. NOTE: Only trained personnel will be allowed use of the theatre lights



- We will commit ourselves to **enhancing performances** of all types by implementing agreed upon improvement plans for the stage through fund-raising and grant applications.
- We will **respect** the presence of other groups using the hall and will strive to **honour** their space.
- **NFLT will manage all aspects of our productions and property**, including publicity, ticket sales, house managing, our light system etc.

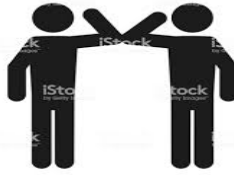
In terms of the **installation of our professional theatre light system**, please refer to the attached **light plot diagram** for specifics. (This diagram was prepared by Jeff Siamon and Derek Redmond of NFLT after an on-site collaborative meeting with Facilities Coordinator Terry Asselstine and Chief Building Inspector Andy Dillon). NFLT is fully prepared to **provide material and labour** to rough in wiring, and pipe hangers. This would include outlet boxes and 32+ circuit boxes. Electrical wires would run into the electrical panel box used for the now defunct electric heaters. We would hire an electrician to do the finishing work and arrange a **formal inspection before the ceiling work is completed**.



Theatre lights in use at the Bellrock Community Hall

6. PROPOSED RESPONSIBILITIES OF THE TOWNSHIP OF CENTRAL FRONTENAC:

- Consider allowing the NFLT rehearsal and performance time at the Oso Hall with charges waived
- Allow agreed upon storage of NFLT supplies
- Allow NFLT usage of areas of the hall that have been agreed upon (stage, rooms off the stage, kitchen etc.)
- Consider acknowledging NFLT as a member of the Central Frontenac Recreation Committee and afford it all responsibilities and privileges as such.
- Help address issues that may arise in the course of our presence at the Oso Hall through a Council liaison and an NFLT liaison (This may include having a Council liaison attend a debriefing session after a production)



- Examine the attached Light Installation Plot, and consider approving our implementing of it in conjunction with your ceiling renovations

➤ 7. IN CONCLUSION

With the added blessing of township support in terms of financial security, North Frontenac Theatre is convinced that the Oso Hall would make a perfect venue for our little theatre productions and ensure the future of our proud institution. We feel that our presence may actually help facilitate and encourage the booking of a great variety of other community events.

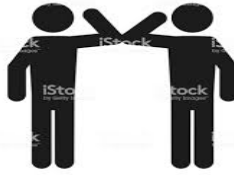
Community Halls, like community theatres, can be the heart and soul of a township. A community theatre as part of a community hall seems to make so much sense!

And so NFLT would be honoured to join the ranks of the great traditions of the Oso Hall such as the Lions Club breakfasts, or “The Festival of Trees”, or Tai Chi gatherings. As our township supports us, we too look forward to supporting our township by helping to ensure the longevity and well-being of our very own community hall through our crowd pleasing theatre productions. We would be forever grateful should Central Frontenac Township give us this special opportunity.

Yours faithfully,

The Executive of the North Frontenac Little Theatre: Pamela Giroux, President, Brian Robertson, Past-President, Meghan Hall Secretary, Jan Levitt, Treasurer, Jeff Siamon, Angela Cowdy, Art Holloway, members-at-large





North Frontenac Little Theatre

THEATRE LIGHT SPECIFICATIONS FOR INSTALLATION PURPOSES AT OSO HALL

Prepared by Jeff Siamon and Derek Redmond

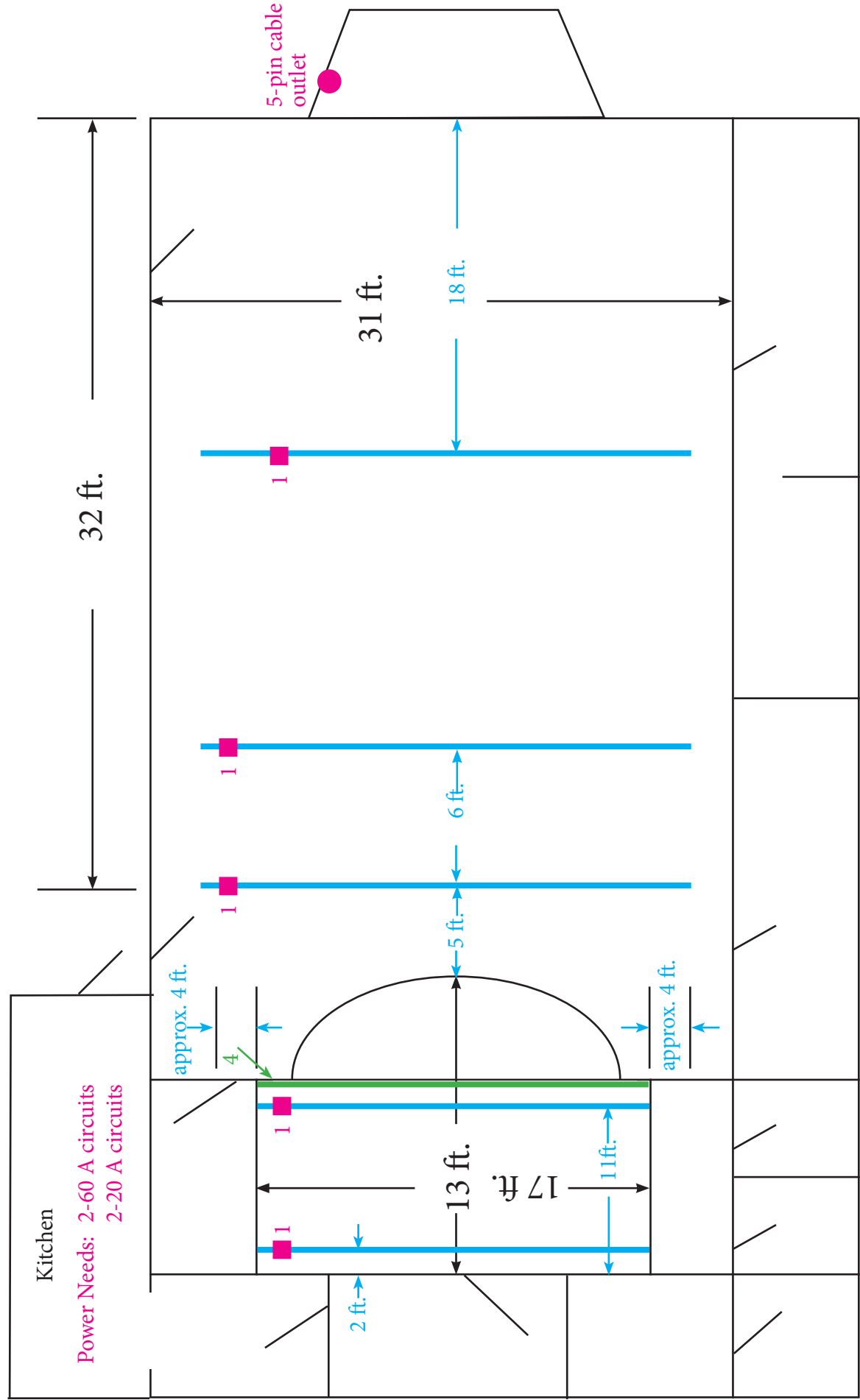
See the next page.

- 1 1/2" steel pipes
- duplex outlets
- future curtain possible.

- Pipes over the stage, one foot above current ceiling height.
- Pipes over the hall at the current ceiling height. (Higher if possible.)

Oso Hall

(not to scale)



1: 12 outlets on each bar

NOTE: There is a maximum of 32 lights available at any one time.
 14-2 wire to run from each outlet to kitchen.
 5-pin low voltage cable to run from kitchen to 5-pin outlet at rear alcove.

4: A possible, future track for a curtain across the stage. Plus valance curtains to hide stage lights.