

**TOWN OF BLIND RIVER  
REQUEST FOR PROPOSAL**

**#2022-01**

**Theatre Operator**



# TOWN OF BLIND RIVER REQUEST FOR PROPOSAL

## Operator of the Alain Bray Auditorium Cinema

### Introduction

The Town of Blind River is requesting proposals for the management and operation of the A. Bray Auditorium Cinema located at Le Conseil Scolaire Catholique du Nouvel-Ontario, 117 Youngfox Road in Blind River, from May 1, 2022 to April 30, 2024.

### Requirements

The Operator shall bear sole responsibility for the operation of the said space during hours of operation as per current arrangement with Le Conseil Scolaire Catholique du Nouvel-Ontario for a two year term.

The Operator agrees to operate a business at the agreed location in accordance with the following terms and conditions:

- a) Co-ordination for use of the Auditorium with Ecole Secondaire Catholique Jeunesse Nord (ESCJN);
- b) Scheduling rental use of the auditorium and lobby for Cinema events and payment of rental fees to the Town of Blind River.
- c) Scheduling and ordering movies and responsibility of the costs thereof;
- d) Any marketing and promotions required.
- e) Establishment of ticket prices for entrance to movies subject to approval by Council.
- f) Providing technical theatre support including proper maintenance of equipment.
- g) Responsibility for the scheduling and payment of costs for janitorial services after a movie event.
- h) Hiring of or contracting out of all necessary personnel and responsibility for payment of same.
- i) The operator shall be responsible for all minor expenses or repairs that are less than \$500.00.
- j) The Operator agrees to maintain the orderly appearance and state of repair of the premises and shall be responsible for appurtenances and displays for the term of this agreement including maintenance and repair work not exceeding \$500 FIVE HUNDRED DOLLARS per occurrence where repairs are as a result of natural wear and tear.
- k) The Operator shall provide proof of comprehensive liability and property insurance for all goods, chattels, and activities of the Operator to a minimum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) per occurrence. The Operator shall ensure that the insurance coverage remains in force for the term of this agreement

Proposals are to be complete with amount of rent to be paid monthly to the Town of Blind River for the use of the projection and screen equipment and canteen facility and equipment, and a general description of all relevant experience related to the operation and maintenance of a cinema facility.

**-- Lowest bid does not conclude acceptance --**

Proposals shall be submitted in writing to the attention of the CAO/Clerk.

Proposals may be submitted in a sealed envelope or via email at [info@blindriver.ca](mailto:info@blindriver.ca), clearly marked **Alain Bray Auditorium Cinema** to the undersigned and must be received by **2 p.m. (EST) June 17, 2022**.

Proposals arriving after the deadline will be disqualified from consideration.

Kathryn Scott, CAO/Clerk  
Town of Blind River, 11 Hudson Street, P.O. Box 640  
Blind River, ON P0R 1B0

Questions or clarifications regarding the RFP can be submitted **in writing only via email** to Kathryn Scott, CAO/Clerk, [info@blindriver.ca](mailto:info@blindriver.ca) no later than **4:00 pm (EST) June 3, 2022**. Any questions or request for information arriving after that time will not be answered. The Town of Blind River is not responsible for any lost emails or technical difficulties that may result in a question going unanswered. For that reason, it is highly recommended to submit any questions or clarifications early, if needed at all. Depending on the nature of the question posed, the Town of Blind River reserves the right to share the answer to the question with any potential bidders in its sole discretion and using whatever means it desires (i.e. including but not limited to posting answers on the current website or emailing an addendum to the RFP).

Submission of a response to this Request for Proposal does not bind the Town of Blind River to engage the vendor to provide the requested service. The Town of Blind River reserves the right to reject any and all proposals, accept any proposal terms it deems to be in the best interest of the organization and waive any minor irregularities or discrepancies in proposal procedures.

The Town of Blind River reserves the right to retain a copy of all proposal material after selection has been made. The vendor is solely responsible for the costs it incurs in submitting a response to the Request for Proposal.

**Attachments**

Schedule A – Theatre Floor Plan

Schedule B – Concession Booth Floor Plan

Schedule C – Description of Projection and Screen Equipment

**THEATRE OPERATOR PROPOSAL SUBMISSION FORM**  
**(This form MUST be included with your submission)**

Operator Name	
Operator Address	
Operator Phone Number	
Operator Proposed Business Name	
Monthly Rental Fee <b>(Min \$725/mos)</b>	
Minor Expense Amount <b>(Min \$500/ mos)</b>	