



APPLICATION FOR HIRE OF THEATRE

**Please sign page 2 & 4, returning pages 1 to 6 for validation of the contract with a bookings deposit of 20% of the total performance ('s)
MINIMUM NON REFUNDABLE DEPOSIT £150.00**

Applicants **MUST** complete **all sections** to ensure that the Theatre Management is absolutely clear as to all your requirements.

This will avoid the risk of any misunderstanding or the wrong arrangements being made. If in doubt about any section please mark accordingly.

1. HIRING ORGANISATION ('The Hirer')

Name
Address
.....
.....
.....

2. DETAILS OF PERSON APPLYING ON BEHALF OF THE HIRER

Name
Address
.....
.....
.....
STATUS (i.e. Position within the hiring organisation)
TELEPHONE

**3. TYPE AND TITLE OF PRESENTATION (e.g. Play, Musical etc.)
(N.B. A copy of the Licence to perform must be attached)**

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DATES OF PRODUCTION

(a) PERFORMANCE
Dates
Performance Times

(b) REHEARSALS
Dates and Times
Dates and Times
Dates and Times

APPLICATION FOR HIRE OF THEATRE

HIRE CHARGES (Applicable from 1st September 2015)

| | | |
|---|--------------------|---|
| FULL Theatre Hire Fee (Seating 508 inc. house seats) | £475.00 £750.00 | per performance Saturday Only – with a second performance on the same day Plus £1.00 per ticket sold (see note 18) |
| STALLS Only Event (Seating 286 inc. house seats) | £150.00 | |
| Rehearsal Time | £25.00 £150.00 | per hour, rehearsal lighting only per Eight hour day Longer periods by negotiation |
| Performance Lighting System | Not Included | By arrangement |
| Performance Sound an AV Systems | Not Included | By arrangement |
| Follow Spot | £20.00 £75.00 | Per performance (2 available) Per Week (2 or more performances/week) |

PERFORMERS INSURANCE – see note 17

Insurance Company.....
 Address
 Phone Number.....
 Policy Number..... Valid from Expiry Date

I have read and understand the Conditions of Hire of the Art Theatre and agree to abide by them in all respects. I am duly authorised to enter into this Agreement by the Hirer and to commit the Hirer to the obligations on the part of the Hirer hereunder.
 I acknowledge that no contract shall be formed until this application is accepted in writing by a duly authorised official on behalf of *New Mills Art Theatre Limited*

PRINT NAME

SIGNED

DATE

Accepted on behalf of *New Mills Art Theatre Limited*

Position within Company Theatre Booking Co-ordinator

Signed

Print Name Terry Barber

New Mills Art Theatre Limited, Jodrell Street, New Mills, Derbyshire SK22 3HJ Main Tel. 01663 743461
 Email: info@arttheatre.co.uk | www.arttheatre.co.uk

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DISCLAIMER NOTICE

All persons entering the *New Mills Art Theatre* premises do so at their own risk.

New Mills Art Theatre Limited and its servants accept no responsibility for any accident resulting in death or personal injury to persons entering these premises for whatever purpose, except insofar as the accident, death or injury is caused by the negligence of the Society or its members.

New Mills Art Theatre Limited accepts no responsibility for the loss or damage to the property of persons entering these premises for whatever purpose.

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STAFFING

The Company will provide for all performances

House Manager
Front of House Stewards
Usherettes
Stage Manager
Lighting Technical advice
Sound Technical advice

Lighting Technician, Sound Technician and Follow Spot Operators are NOT included in the Hire charges above and are by Negotiation with the Technical Director and/or his representative

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Registered Office: New Mills Art Theatre Ltd, c/o A Allen & Son Ltd, 45 Union Road, New Mills, SK22 3EL
 Registered No. 05185107 | Registered Charity No. 1108426



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TECHNICAL AND STAGING REQUIREMENTS

At least FOUR WEEKS notice of Changes/Additions is required

PERFORMANCE LIGHTING SYSTEM – Additional to Theatre Hire Fee

We can provide a basic lighting rig with primary colours to give a general stage wash

Follow Spots (Two Available) – Additional Charge Applies

Additional Requirements please detail

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.....

PERFORMANCE SOUND SYSTEM – Additional to Theatre Hire Fee

The Theatre has a standard house sound system incorporating Mixing Desk, CD, and USB, Mini Disc player and Auxiliary Audio Input and full speaker coverage to the whole auditorium along with a small foldback system.

Additional Requirements please detail

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AUDIO VISUAL SYSTEM – Additional to Theatre Hire Fee

The Theatre has a projector and electrically operated screen which is used by the company for Show reels and presentations during a performance

Additional Requirements please detail

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A full technical specification of the theatre’s equipment listing is available on request

Please liaise with the Technical Director (Paul Holt 07713 214 540) regarding any additional requirements technical requirements



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STAGE REQUIREMENTS

We provide a standard Black Drape Set with either a White Cyclorama Back Cloth or a Black Star Cloth effect

Half Tab Curtains are pre-set at Quarter and Three Quarter Stage positions

We have a range of other stage drapes, which can be utilised – please contact the Stage Manager –Terry Barber 07801 825 726 to discuss your requirements

The Stage can be extended to incorporate a Cat Walk around the Orchestra Pit and an infill is available to cover the Orchestra Pit –

A MINIMUM of FOUR Weeks Notice for installation is required

Please liaise with the Theatre Stage Manager regarding any alterations / additions to the Stage Rigging

Additional Requirements please detail

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.....

FRONT OF HOUSE MANAGEMENT

To assist the Theatre House Management Team please complete

Who is your Front of House Contact
This person MUST be available in the Foyer Areas at ALL times to assist with any trouble shooting that may be required with your audience

Are any VIP Guests attending your function No / Yes

An Interval is included? No / Yes what time approx.?

Does any part of your show require members of the cast to require seating reserved in the auditorium. No Yes
If yes how many seats are required in the Stalls / Circle Area

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CONDITIONS OF HIRE

The following conditions are to be observed by persons or organisations hiring the *New Mills Art Theatre* Jodrell Street, New Mills. ('**The Theatre**')

In these conditions '**The Company**' means *New Mills Art Theatre Limited* and the '**Hirer**' means the person or organisation whose details appear on the application form appended hereto.

1 HIRING APPLICATIONS

All applications for hire must be in writing and on official application form of the society.

The stage and backstage areas and Dressing Rooms must be left in a **clean and tidy condition** by noon on the day following completion of the hire period.

Any damage will be charged for in accordance with Item 7 of these conditions

Cancellation charges will be in accordance with Item 21 of these conditions

2 LICENCES

All hirers performing a play or musical must have in their possession a valid licence to perform issued by the copyright holders or their duly authorised agents and a photocopy of this document must be attached to the application form.

3 PERFORMANCE TIMES

As this is a residential area we have a performance curfew of 10.30pm

4 SMOKING

Smoking is **NOT PERMITTED** at any time in the Theatre

In the event of smoking being essential to the plot of the production several ash trays must be provided on stage, all of which must contain water.

5 COMBUSTABLE MATERIALS All combustible materials used on stage must be rendered non-flammable by suitable treatment in order to comply with Fire Regulations.

6 EXCLUDED AREAS

The following areas of the Theatre are excluded from the hire: -

The Wardrobe Store

The Property Store

The Bar Served

Any other area as directed by the company at the time of the performance

APPLICATION FOR HIRE OF THEATRE

7 DAMAGE

Any damage caused by the Hirer its servants or invitees must be reported immediately and repairs will be charged to the Hirer accordingly

8 MISUSE

The Company reserves the right to refuse or to curtail any performances, which could contravene the Theatre Licensing or Public Order Acts

9 STAGE SETTINGS

The Hirer shall have the use of any stage settings which are available in the Theatre e.g. sets, curtains, rostra etc., by agreement with the Stage Manager or his representative.

No alterations or additions must be made to any items flown in the fly tower without supervision of qualified theatre staff.

10 LIGHTING

The hirer shall have the use of any generic luminaires that are owned by the Theatre by agreement with the Technical Director or his representative, however there is an additional charge for an operator to control the basic system. Any additional lighting requirements and/or design must be agreed at least four weeks prior to the performance and any additional fee agreed in writing.

11 SOUND SYSTEM

The standard sound system is **NOT** included in the theatre hire fee and use of this system is by agreement with the Technical Director or his representative.

The Theatre does not accept any responsibility for the suitability of the in house systems to meet the requirements of the hirer

It is the responsibility of the HIRER to ENSURE that the equipment in-situ is suitable and meets the requirement of any technical specification they have committed to for their performance.

12 PIANO/ORGAN

The use of the Electronic Piano and/or Organ is included in the regular hire fee

13 SALES

The Company reserves at its absolute discretion the right to sell sweets and confectionary, soft drinks and ice creams and offer for sale alcoholic and non-alcoholic beverages in the Theatre Bar during the Theatres authorised licensing hours.

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The Hirer shall not in any circumstances offer for sale in the Theatre any alcoholic beverages.

14 PHOTOGRAPHY/VIDEO

No flash photography or video recording of any performance is allowed which contravenes the performing rights licence

A photocopy of valid licence to Photograph/Video issued by the copyright holders or their duly authorised agents must be attached to the application form.

15 CHARITY ACTIVITIES

The company reserve the right to show any fundraising or theatre show reels prior to and at the interval of any hiring. Additional the company also reserves the right to receive charitable donations by the way of bucket collections at any event; this will be discussed with the hirer prior to the event.

16 RESTRICTED PERFORMANCE

The company reserves the right to close the circle and relocate sold tickets to the stalls if the ticket sales for the stalls are less than 30% of the total stalls seating, or where less than 15% of the circle seats are booked. This decision will be communicated to the hirer at the earliest possible opportunity

17 PERFORMERS INSURANCE

The hirer must have their own insurance to cover their performers etc., as we cannot be held liable if they injure themselves, or others, whilst performing

18 BOX OFFICE RECEIPTS

The hirer must within 7 days of the last performance provide a full box office return to the company to allow the correct hire fee to be calculated based on ticket sales for a stalls only event.

This information must also be provided for each event to allow for the information to be collated with the PRS information and forwarded to the correct parties for the calculation of such PRS payable

19 PERFORMING RIGHTS FEES

The Performing Rights Society has a right to require a fee to be paid for the use of any music used in the Theatre, which comes under the umbrella of the PRS. The hirer must provide NO later that 7 days after the event a full list of the music used within the show or booking. The PRS fee associated with the booking will be invoiced to the Company and re-invoiced to the hirer at cost

20 ADDITIONAL INFORMATION

The hirer upon request by the company must provide the following additional information

- Health and Safety Policy
- Any associated risk assessments
- Safeguarding Policy
- CRB or DBS documentation

21 CANCELLATION

The Company reserves the right to apply the following cancellation charge should you cancel your booking

The cancellation must be confirmed in writing

Cancellation **within 7 days** prior to the first performance

FULL CHARGE OF ONE PERFORMANCE

Any rehearsal time already used will be charged at the current hourly rate.