



STRODE THEATRE COLLEGE INTERNAL BOOKING REQUEST

**ALL FIELDS MUST BE COMPLETED. INCOMPLETE FORMS WILL NOT BE CONSIDERED.
PLEASE DO NOT REFERENCE OTHER DOCUMENTS, EMAILS OR CONVERSATIONS.**

**PLEASE NOTE THAT SUBMITTING THIS FORM DOES NOT CONFIRM YOUR BOOKING.
BOOKING REQUESTS MUST BE MADE AT LEAST 14 DAYS PRIOR TO EARLIEST
REQUESTED DATE. THE THEATRE ADMINISTRATOR WILL EMAIL YOU WITH
CONFIRMATION WITHIN 5 WORKING DAYS OF SUBMISSION.**

EVENTS REQUIRING BOX OFFICE MUST USE THE STANDARD THEATRE BOOKING FORM.

Please specify which space(s) you wish to use:

Theatre Studio (w/ seating) Studio (w/o seating) Foyer

Name of person booking	Department

Email	Telephone

Date(s) of booking requested (if there are various possible booking dates, please list all options)

Time(s) of booking requested (if there are various possible booking times, please list all options)

Brief description of event

Start Time	Interval/break	End time

<u>This event is to be:</u>	Public <input type="checkbox"/>	Internal <input type="checkbox"/>	By invitation only?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Open to students?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Open to parents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Included in brochure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticketed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Strode Theatre is a commercial venue, and spaces may be hired out for use around your booking. As such, spaces must be returned to their original state (seating plan, cleanliness, tidiness, etc) before the end of your booking.

Initial to acknowledge that you will return the space to its default state.

Technical

Please tick which items you require below (or indicate numbers)

Lectern (with outlet)	<input type="checkbox"/>	Lectern (no outlet)	<input type="checkbox"/>	Projection screen	<input type="checkbox"/>
Lapel mic	<input type="checkbox"/>	Roaming mic	<input type="checkbox"/>	Mic on stand	<input type="checkbox"/>
Powerpoint (no sound)	<input type="checkbox"/>	Powerpoint (sound)	<input type="checkbox"/>	Onstage seating	<input type="checkbox"/>
Conference lighting	<input type="checkbox"/>	Other (please specify)	<input type="text"/>		

If bringing your own equipment, please specify:

Events are supported by one in-house duty technician. If your event has more specific technical operation requirements, you will need to arrange for operators approved to work at Strode Theatre. Alternatively, Strode Theatre can provide operators at £150 to £170 per day.

For more complex productions, the full technical booking form (found on the college intranet document store) should be completed and sent to the Theatre no later than 28 days before your event.

Bar/catering

Strode Theatre has a Café-Bar in the foyer. For events of 20 people or more, the pay bar can be staffed - or for smaller events, a basic 'Teas and Coffees' service can be supplied at an additional cost. Alternatively, you can cater in the foyer yourself.

Will you be providing catering? Yes No
Is the pay bar required? Yes No
Teas and Coffees service requested? Yes No

Estimated fees

Please complete the below table to estimate your fees.

	Lighting	Sound	Fee
Sound and/or lighting engineer (~£150/day)	✓	✓	£
	Hours	Participants	Fee
Tea/Coffee (see rates below)	<input type="text"/>	<input type="text"/>	£
	Estimated total:		£

Teas and coffees for up to 20 participants, for up to an hour, costs £20.

Additional hours are charged at £10/hour, and further participants attract £5 for each additional 20.

Agreement

If applicable, please have your department budget holder sign off on the estimated fees above (these will be confirmed), and provide an expense code to which the theatre can charge the final amount.

Sign Date Code

PLEASE RETURN COMPLETED DIGITAL COPY OF FORM TO:

theatrebookings@strode-college.ac.uk