

STRODE THEATRE BOOKING REQUEST

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

Please consult the rate card and Conditions of Hire (CoH) documents before completing this form.

All completed forms must be submitted digitally (see page 6 for details).

1. ABOUT YOU

1.1 Name of company/organisation (if individual booking, please give name)

1.2 Contact name		1.3 Contact stat	us (e.g. producer, coordinator	, etc)
1.4 Contact email		1.5 Contact pho	ne	
Remittance advice and invoices will be sent to this email address.				
1.6 Contact address				
1.7 Status of company/organisat	t ion (e.g.: limited c	company, charity,	etc. & registered name)	
1.8 Are you responsible for this organisation (e.g. Director, CEO)? Yes No				
1.9 If no, provide name of responsibe person for your organisation				
1.10 Are you a Community Hirer? (i.e. Not for Profit) Yes No				
1.11 Or a Commercial Hirer?			Yes No	
1.12 Are you registered for VAT?	?		Yes No	
1.13 Are you VAT exempt? Yes No			Yes No	
1.14 Have you hired Strode Thea	tre before?		Yes No	
1.15 For ticketed events, supply	your bank details	s below:		
Account Name	Account №		Sort Code	

We will transfer the Box Office takings (minus any accrued hire fees) to you via BACS.

2. ABOUT YOUR HIRE

2.1 Please specify which space(s) you wish to hire:

Theatre (343 capacity)

Foyer (80 capacity)

Studio	(63	capacity)	

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A2 Studio

A1 Studio

College Refectory

2.2 Date(s) and time(s) of hire. Provide ALL required access dates and times including get-in, fit-up, and rehearsals. See rates card for session lengths and times. Session breaks must be adhered to.

Date	Space	Access Time	Exit Time	Rate	Estimated Cost
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
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DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
DD/MM/YY		HH:MM	HH:MM	DH / S / T / P	£
ιΙ_			ESI	IMATED TOTAL:	c

ESTIMATED TOTAL: £

Estimated total may increase based on use.

Note that show/event timings are due no less than 28 days before the first performance date.

3. ABOUT YOUR EVENT

Please complete these details as you would wish them to appear in any programming/print literature

3.1 Title of show/event

3.2 Description (90-100 words max)

3.3 By/Adapted by (if applicable)

3.4 Director(s) (if applicable)	3.5 Musical Director(s) (if applicable)
3.6 Producer(s) (if applicable)	3.7 Choreographer(s) (if applicable)

3.8 Any other credit(s) (if applicable)

3.9 Sponsored/funded by (if applicable)

3.10 Licence Details (e.g. rights for musical, play, by arrangement with...)

Note that performances	involvina music m	av be subiect to PRS fe	es (see rate card	section 4.0)

3.11 Will any copyrighted music be used/performed as part of your event for which you have not acquired a licence (and which will therefore incur a PRS fee)? Yes No

3.12 If yes, please initial to confirm you will submit a completed PRS set list form (see our website) and submit within two days of your event.

4. BOX OFFICE

4.1 Ticket Prices (please include concession rates and special offers if applicable)

Concessions can include children, students, people over 60, and people claiming benefits.	
4.2 Do you require any seats be held from sale? i.e. for judges, examiners, company members, sponsors, etc	Yes No
4.3 If yes, which seats? (Please see our seating plan for numbering)	
4.4 Persons or groups authorised to release held seats, and/or release date	
Note that unless specified herein or instructed by the above, held seats will remain off-sale indefinitely.	
4.5 Do you require a table from which to sell merchandise/programmes?	Yes No
4.6 Do you require an usher to sell your merchandise/programmes?* *Strode Theatre will handle monies, retain 10% commision on any sales, and pay out the remainder wit	Yes No
4.7 For ticketed events, will you provide your own ushers? If no, Strode Theatre will provide volunteer ushers to manage Front of House for your event. If yes, pleat external ushers have received a copy of - and read - our usher guidelines (available on the theatre web	ase ensure that all
4.8 On-sale date for your event (if applicable): All tickets will go on sale at the start of the relevant season unless otherwise specified here. This is subject to the agreement of Strode Theatre. Allow at least two weeks after all necessary paperwork and been submitted (see section 10.2). On-sale date will be delayed if deadlines are missed.	dd mm yy d assets have
4.9 We can only pass on your patrons' personal information to you with their	r normission
Would you like to offer them the ability to opt-in to this?	Yes No
••••••••	
Would you like to offer them the ability to opt-in to this?	
Would you like to offer them the ability to opt-in to this? 5. MARKETING	Yes No
Would you like to offer them the ability to opt-in to this? 5. MARKETING 5.1 Do you wish to have an entry in the season brochure?*	Yes No
 Would you like to offer them the ability to opt-in to this? 5. MARKETING 5.1 Do you wish to have an entry in the season brochure?* 5.2 If so, indicate size of entry by fraction of page space: 1/3 	Yes No Yes No No Yes Yes Yes No Yes Yes No Yes Yes Ya
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6. TECHNICAL

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All hires are required to have a Stage Manager or designated responsible person who is responsible for ensuring the conditions of hire are adhered to during the period of hire. Please provide their details below.

2 Email	6.3 Phone	
4 Will you be video recording the event? ou must have the licence holder's permission to record your show.	Yes	No
4 If yes, list all recording dates and indicate which po	sitions will be required for eq	uipment.
	Perches*, Stage Left	Right
	Rear Stalls, Stage Centre	
	Balcony, Stage Left	Right
Please also state if external power is needed, as sockets are limited.	Balcony*, Stage Centre	

6.7 If yes to either of the above, audience members may use:

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All events are required to submit a basic technical production form, and possibly submit additional technical paperwork (production schedule, lighting designs, etc).

6.8 Initial to acknowledge that you will submit technical production forms.

Available from our website, due no later than 28 days before your first performance date.

7. CLEANING

The front of house areas are cleaned on a daily basis, and remain the responsibility of Strode Theatre. Back of house areas will be clean on the date and time of your first access (as specified in section 2.2), but it is the hirer's responsibility to maintain cleanliness for the duration of the hire and to return the space to a reasonable standard on exit. Any additional cleaning required will be recharged to the hirer.

7.1 Initial to acknowledge that you will brief your personnel regarding Strode Theatre's cleaning policies.

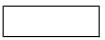
8. PARKING AND ACCESS

Free parking is available in the main Strode College car park.

Parking on the sliproad and in the spaces immediately opposide the theatre are prioritised for audience use. Please ensure that all company and personnel associated with your event use the main Strode College car park.

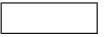
Access to back of house for shows and productions is via stage door, and theatre staff should be advised of any special access requirements.

8.1 Initial to acknowledge that you will brief your personnel regarding Strode Theatre's parking and access policies.



No flash

Flash



9. LIABILITY AND SAFEGUARDING

You are responsible for arranging appropriate insurance cover for your booking (CoH 2.2). 9.1 Initial to acknowledge that you will provide evidence of liability cover.

Certificates are due no later than 28 days before your first performance date.

t is the responsibility of the hirer to ensure that all adults supervising children and/or vulnerable adu		
n any capacity at Strode Theatre have the appropriate check from the Disclosure & Barring Service.		
9.2 Initial to acknowledge that you will apply for required DBS checks.		
If applicable.		

If your cast includes members under 16 years of age or vulnerable adults, or if your event takes place during Strode College term time, you are required to submit a safeguarding policy.

9.3 Initial to acknowledge that you will provide a safeguarding policy.	
If applicable. Policy is due no later than 28 days before your first performance date.	

10. CHECKLIST

10.1 Check to confirm you have	ve completed sections:					
1: About You	2: About Your	Hire 3: About Y	/our Event			
4: Box Office	5: Marke	eting 6:	Technical			
7: Cleaning	8: Parking and Acc	cess 9: Liability/Saf	eguarding			
10.2 Confirm your deadlines to submit:						
Marketing assets	dd mm yy	Technical production form	dd mm yy			
Production schedule	dd mm yy	Insurance certificate(s)	dd mm yy			
Risk assessment(s)	dd mm yy	Safeguarding policy	dd mm yy			
Event timings	dd mm yy	Set plans	dd mm yy			
		If applicable				
Lighting designs	dd mm yy	Tech rider	dd mm yy			
If applicable		If applicable	L			

10.3 Confirm your deadline by which to have met with the Technical Manager (CoH 4.1):

dd mm yy

11. AGREEMENT

I have read the Conditions of Hire and agree to abide by them if this booking is approved.

I understand that Strode Theatre reserves the right to edit any materials submitted before publication in the brochure or on the website.

I confirm that further required documents will be submitted by the above dates.

Sign	Date	

PLEASE RETURN COMPLETED DIGITAL COPY OF FORM TO:

theatrebookings@strode-college.ac.uk