



STRODE THEATRE BOOKING REQUEST

**ALL FIELDS MUST BE COMPLETED. INCOMPLETE FORMS WILL NOT BE CONSIDERED.
PLEASE DO NOT 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)

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1.2 Contact name

1.3 Contact status (e.g. producer, coordinator, etc)

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1.4 Contact email

1.5 Contact phone

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Remittance advice and invoices will be sent to this email address.

1.6 Contact address

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1.7 Status of company/organisation (e.g.: limited company, charity, etc. & registered name)

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1.8 Are you responsible for this organisation (e.g. Director, CEO)?

Yes No

1.9 If no, provide name of responsible person for your organisation

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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

1.14 Have you hired Strode Theatre before?

Yes No

1.15 For ticketed events, supply your bank details below:

Account Name

Account №

Sort Code

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

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)

<input type="text"/>	<input type="text"/>
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3.6 Producer(s) (if applicable)

3.7 Choreographer(s) (if applicable)

<input type="text"/>	<input type="text"/>
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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 involving music may be subject to PRS fees (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?

Yes No

i.e. for judges, examiners, company members, sponsors, etc

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?*

Yes No

*Strode Theatre will handle monies, retain 10% commission on any sales, and pay out the remainder with Box Office takings.

4.7 For ticketed events, will you provide your own ushers?

Yes No

If no, Strode Theatre will provide volunteer ushers to manage Front of House for your event. If yes, please ensure that all external ushers have received a copy of - and read - our usher guidelines (available on the theatre website).

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 assets have been submitted (see section 10.2). On-sale date will be delayed if deadlines are missed.

dd mm yy

4.9 We can only pass on your patrons' personal information to you with their permission.

Would you like to offer them the ability to opt-in to this?

Yes No

5. MARKETING

5.1 Do you wish to have an entry in the season brochure?*

Yes No

5.2 If so, indicate size of entry by fraction of page space:

$\frac{1}{3}$ $\frac{1}{2}$ $\frac{2}{3}$

5.3 Do you have an image for the brochure which you can supply?

Yes No

5.4 Do you have a logo of sponsors/collaborators you would like used?

Yes No

If no on-sale date specified (see section 4.8), please submit the assets in JPEG format via email or by Dropbox/WeTransfer no later than 56 days before relevant season open (see our website for dates).

5.7 Would you like to advertise on our Box Office display panel?*

Yes No

5.8 If so, for how many weeks would you like the advertisement to run?

Video or slideshow must be submitted at least a week ahead of advertising start date, in PPT or MP4 format via email or Dropbox/WeTransfer.

5.5 Would you like advertising in the Central Somerset Gazette?*

Yes No

5.6 If so, for how many weeks would you like the advertisement to run?

*Attracts an additional fee. Please see section 3 of the rate card for all advertising pricing.

ALL IMAGES SUBMITTED MUST BE COPYRIGHT-FREE OR USED WITH COPYRIGHT HOLDER'S PERMISSION.

5.8 Initial to acknowledge that images you submit will be copyright-free OR used with copyright holder's permission.

6. TECHNICAL

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.

6.1 Stage Manager/responsible person name

6.2 Email

6.3 Phone

6.4 Will you be video recording the event?

Yes No

You must have the licence holder's permission to record your show.

6.4 If yes, list all recording dates and indicate which positions will be required for equipment.

Please also state if external power is needed, as sockets are limited.

Perches*, Stage Left	<input type="checkbox"/>	Right	<input type="checkbox"/>
Rear Stalls, Stage Centre	<input type="checkbox"/>		
Balcony, Stage Left	<input type="checkbox"/>	Right	<input type="checkbox"/>
Balcony*, Stage Centre	<input type="checkbox"/>		

*Positions for fixed camera rigging. Company to provide fixtures.

6.6 Tick if you wish to allow the audience to take:

Photo Video

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

Flash No flash

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 opposite 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.

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.

It is the responsibility of the hirer to ensure that all adults supervising children and/or vulnerable adults in 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 completed sections:

- | | | | | | |
|---------------|--------------------------|-----------------------|--------------------------|---------------------------|--------------------------|
| 1: About You | <input type="checkbox"/> | 2: About Your Hire | <input type="checkbox"/> | 3: About Your Event | <input type="checkbox"/> |
| 4: Box Office | <input type="checkbox"/> | 5: Marketing | <input type="checkbox"/> | 6: Technical | <input type="checkbox"/> |
| 7: Cleaning | <input type="checkbox"/> | 8: Parking and Access | <input type="checkbox"/> | 9: Liability/Safeguarding | <input type="checkbox"/> |

10.2 Confirm your deadlines to submit:

- | | | | |
|---------------------|---------------------------------------|---------------------------|---------------------------------------|
| Marketing assets | <input type="text" value="dd mm yy"/> | Technical production form | <input type="text" value="dd mm yy"/> |
| Production schedule | <input type="text" value="dd mm yy"/> | Insurance certificate(s) | <input type="text" value="dd mm yy"/> |
| Risk assessment(s) | <input type="text" value="dd mm yy"/> | Safeguarding policy | <input type="text" value="dd mm yy"/> |
| Event timings | <input type="text" value="dd mm yy"/> | Set plans | <input type="text" value="dd mm yy"/> |
| | | If applicable | |
| Lighting designs | <input type="text" value="dd mm yy"/> | Tech rider | <input type="text" value="dd mm yy"/> |
| If applicable | | If applicable | |

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

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