



## STRODE THEATRE PRODUCTION FORM

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

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

**Title of show/event**

**Estimated run times** (please include intervals if applicable)

**Delivery dates and times** (as arranged with the Technical Manager)

Deliveries outside of hire dates will need to be agreed prior to delivery dates being confirmed with suppliers.

**Deputy Stage Manager(s)**

**Sound/Operation**

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**Lighting/Operation**

**Followspot(s)**

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**Fly Person(s)** (see Conditions of Hire 4.10)

### Equipment

If you are bringing in any of your own electrical equipment, proof of PAT testing will be required.  
All sets and stage props must be fire-proof. Please list your own equipment.

**Theatre Stage setting** (refer to Stage Plan)

The stage measures 9.75m (pros arch opening) by 6.2m deep, with 1m or 1.6m thrust options, and with or without orchestra pit. Please specify your requirements.

If default stage setup is altered, you will need to provide a crew to both make the change and revert to default on get-out.

**Do you require use of a projector?**

Yes  No

Note that this attracts an additional cost - see rates card.

**If yes, please indicate in which format you will be projecting and - for digital file formats - if you will be supplying your own computer (please include output connection type if so):**

**Do you intend to use pyrotechnics during your production?**

Yes  No

i.e. explosives, inflammable liquids, or naked flame (includes candles and cigarettes).

If yes, please see Conditions of Hire 5.11 regarding personnel and notification.

**Do you intend to use strobe lighting during your production?**

Yes  No

If yes, warning signs will be required in the Box Office and foyer.

**Do you wish to use Strode Theatre's Steinway piano (Model B, 1978)?\***

Yes  No

Note that this attracts an additional cost - see rates card.

**If yes, do you wish to have it tuned before your production?**

Yes  No

Note that this attracts an additional cost - see rates card.

\*Strode Theatre reserves the right to allow use of the piano only for appropriate performances.

## CHECKLIST AND AGREEMENT

Please check to confirm you have:

Completed all fields	<input type="checkbox"/>	Attached set plans (if applicable)	<input type="checkbox"/>
Attached lighting designs (if applicable)	<input type="checkbox"/>	Attached tech rider (if applicable)	<input type="checkbox"/>

**I have read the Conditions of Hire and agree to abide by them if these details are approved.**

I understand that the stage manager is the person responsible for the backstage area and will be required to attend an induction meeting with the Duty Technician, and will be asked to sign that they accept responsibility for the activities which take place and the conduct of their crew in the back-stage areas on my behalf.

Sign  Date

**PLEASE RETURN COMPLETED DIGITAL COPY OF FORM TO:**

[theatretechnical@strode-college.ac.uk](mailto:theatretechnical@strode-college.ac.uk)