***Please read THE TERMS AND CONDITIONS on pages two and three and then complete PAGE ONE and return to the Theatre Manager, The Shaftesbury Theatre, Brunswick Place, Dawlish, EX7 9PB together with your deposit.***

**APPLICATION TO HIRE SHAFTESBURY THEATRE**

**NAME OF PERSON BOOKING**………………………………………………

**ORGANISATION**…………………………………………….

**ADDRESS** ……………………………………………………………………………..

# TELEPHONE:

# EMAIL:

# HIRE CHARGES

|  |  |  |
| --- | --- | --- |
| First Day | **Whole Theatre\*\***  **£300.00** |  |
| Subsequent Days | **£280.00** |  |
| Additional performances on same day  e.g. Matinee | **£160.00** |  |

*\*\* These charges cover basic lighting & sound equipment which may be operated by our volunteer technical staff. Any additional requirements will be discussed and priced following the production meeting.*

Maysam Room only **£10** per hour

Cinema Hire **£100** (plus the cost of a film licence for a public performance)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Please complete the following sections outlining your requirements.**

Performance Dates ……………………………………………………….…………………

Matinee Performance YES/NO Time of Curtain Up……………..

Dressing Rooms required YES/NO Is there an audience at Dress Rehearsal YES/NO

# Do you require any of the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DRAPES/FLATS** | YES  NO | **BOX OFFICE** | YES  NO | **BAR** | YES  NO | **TICKETS** | YES  NO | **ICE CREAMS** | YES  NO |

*Printed tickets can be provided at £7 per performance.*

I have read, and agree to comply with, the conditions relating to the hiring of the Shaftesbury Theatre on pages two and three.

Signed…………………………………….. Print Name………………………… Date…………………

**Booking Process**

**1. Applications will only considered when a completed application form is received and it has been considered at an Executive Committee meeting (held monthly)**

**2. If an application is accepted, a copy of the completed form is returned to the applicant as confirmation.**

**3. A non-returnable deposit of 15% is needed to confirm any booking.**

**TERMS AND CONDITIONS**

**PLEASE NOTE:** Dawlish Repertory Company will normally provide Front of House Managers and Bar and ice cream staff as part of the hire agreement. All other staff **INCLUDING CHAPERONES** are assumed to be provided by the hirer.

**THEATRE** seating capacity **141**

# Wheelchairs are allowed in the front row only but two seats must be allowed for each wheelchair.

Stage acting area 19ft x 19ft (5.78m x 5.78m)

Green Room 6ft 7in x 18ft 7in (2.10m x 5.66 m) Dressing Room No 1 8ft x 9ft (2.44m x 2.74m) Dressing Room No2 9ft x 14ft (2.74m x 4.27m) Dressing Room No 3 11ft 6in x 13ft 6in (3.5m x 4.12m) Rehearsal Room 14ft 10in x 25ft (4.52m x 7.45m)

# HIRING OF SHAFTESBURY THEATRE. I agree:

1. To pay the balance of the hire charge within 14 days of receipt of the account to: The Theatre Manager, The Shaftesbury Theatre, Brunswick Place, Dawlish, EX7 9PB
2. To comply with the rules attached to the Theatre Licence as displayed in the Theatre and to comply with the terms of the Fire Certificate and the Fire Orders.
3. To send the appropriate return to the **Performing Rights Society** when music is played during the hiring, pay any charge made by them and produce evidence to the Theatre Manager (if requested) to that effect. The exception is where the music is included as part of the royalties
4. To safeguard the property of the Dawlish Repertory Company and to make good any damage, however caused, during the period of hiring.
5. Not to put up any flammable decorations or fix notices on the walls or doors of the Theatre or its rooms using fixings likely to cause damage (e.g. sellotape).
6. To use only such goods and materials in the Theatre or any of its rooms as meet with the approval of the Theatre Manager and comply with the terms of the Theatre Licence and the Fire Certificate.
7. To keep the gangways in the auditorium and both foyers clear during all performances.
8. Not to permit at any time alcohol to be brought upon the premises by any person for consumption thereon without the written consent of the Theatre Manager. Not to allow the consumption of alcohol backstage.
9. To comply with the requirements of the Licensing Act and other relevant statutory instruments and licensing conditions as they apply to the Theatre. The hirer accepts total responsibility for ensuring that all licensing conditions for their event are met including performance, copyright and theatre licence conditions.
10. That it shall be the duty of the hirer to provide suitable chaperones and to obtain appropriate licences from the Child Employment and Performance Officer for Devon County Council for any children taking part in a performance to whom The Children (Performance) Regulations apply. **PLEASE NOTE THAT UNACCOMPANIED CHILDREN ARE NOT ALLOWED IN THE BAR AREA.**
11. That the Front of House Manager (who shall be a person properly appointed by the Theatre) must be in charge at all times during any performance. Any Stage Manager is required to take direction as may be appropriate from the Front of House Manager. A representative from The Shaftesbury Theatre may be in attendance backstage during a performance if appropriate.
12. That before any set is constructed or any materials used on the stage for the purpose of any production the Back Stage Manager of the Company must be consulted and approval obtained. **NO GLOSS PAINT TO BE USED – NO FLATS TO BE CUT.**
13. At all times to ensure that no doors are left unlocked and unattended; that the Theatre is secured on exit and that heating and lighting are switched off.
14. Upon vacating the Theatre at the end of the hire period to leave the Theatre clean and tidy, to remove all items brought into the Theatre by the hirer and return the keys to the Theatre Manager.
15. That it shall be the hirer’s responsibility to ensure that he/she has adequate insurance cover for any items brought into the theatre and to indemnify the company against, any loss, damage or injury incurred during the period of hire.

# ELECTRICAL REGULATIONS.

**Stage Lighting, Sound and Effects**

The Theatre is equipped with a comprehensive lighting and effects installation, both fixed and portable. To ensure its safe operation it is necessary to apply the following additional conditions.

1. **NO** mains powered electrical equipment should be brought into the Theatre without the **PRIOR** permission of the Theatre Technicians. It is strongly recommended that advice is sought as early as possible. Any equipment brought into the theatre must have a current PAT test date.

(In the interest of common sense and practicality an exception may be made if the item is for personal use by its owner and no one else. e.g. an electric power tool for set construction or hair curling tongs for a particular cast member. If in any doubt, please contact the Theatre Technicians for advice.)

2. To **agree** all your requirement with the Theatre Technicians, (acting on behalf of the Committee), **before** the hire commences.

3. A theatre technician may be available for any one day bookings. For longer bookings, the hirer may will

need to provide their own technician(s); this must be clarified before the booking is confirmed.

4. Should the hirer need or wish to use their own technicians, the competence of the hirer’s

technicians’ must be agreed **in advance** with the Theatre Committee and at least one person involved must be over 18 years of age.

5.Any damage howsoever caused to the Theatre’s electrical equipment will have to be paid for by the hirer.