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

**APPLICATION TO HIRE THE SHAFTESBURY THEATRE**

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

**ORGANISATION** …………………………………………………………………………………………………………………………………………

**ADDRESS** ……………………………………………………………………………………………………………………………………………………

# TELEPHONE:……………………………………………………………………………………………………………………………………………

# EMAIL: …………………………………………………………………………………………………………………………………………………..

**HIRE CHARGES:**

**Whole Theatre\*\***

Please contact the theatre with details regarding your potential hire of the venue – including dates and details about your show or event - for information about hire fees.

*\*\* 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 ……………………………………………………….………………… Ticket Prices ……………………………….

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

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 | **ICE CREAMS** | YES / NO | OTHER REFRESH-MENTS |  |

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

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

**Booking Process**

**1. Applications will only be considered when a completed application form is received and it has been approved 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.

**All terms and conditions are subject to change in line with Government policy and guidance and the Committee’s rulings with regards COVID-**19

**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. All tickets will be sold through the Shaftesbury Theatre’s Ticketsource account and managed by our box office. Ticketsource charge an administration fee for each online booking (7.8% including VAT) and therefore The Shaftesbury Theatre will base final accounts on the **net** takings as per Ticketsource’s final account.
2. To pay the balance of the hire charge within 14 days of receipt of the account to: The Theatre Manager, Shaftesbury Theatre, Brunswick Place, Dawlish, EX7 9PB
3. To comply with the rules attached to the Theatre License as displayed in the Theatre and to comply with the terms of the Fire Certificate and the Fire Orders. This includes the theatre’s risk assessment and policy regarding COVID19
4. 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 licence.
5. To safeguard the property of the Dawlish Repertory Company and to make good any damage, however caused, during the period of hiring.
6. 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 (sellotape).
7. To use only such goods and materials in the Theatre or any of its rooms that meet with the approval of the Theatre Manager and comply with the terms of the Theatre License and the Fire Certificate.
8. To keep the gangways in the auditorium and both foyers clear during all performances.
9. 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.
10. 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 and costs for their event are met including performance, copyright and theatre license conditions.
11. That it shall be the duty of the hirer to provide suitable chaperones and to obtain appropriate licenses 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.**
12. 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 Shaftesbury Theatre may be in attendance backstage during a performance if appropriate.
13. 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.**
14. 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.
15. 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.
16. 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.
17. At the current time, The Shaftesbury Theatre is complying with all received advice and recommendations from the Government with regards COVID19. A risk assessment, as appropriate, will be sent to you upon agreement of hire for you to agree, sign and return before your hire can begin.
18. In the event that a confirmed booking is cancelled by the hirer, the following charges will be applied:
* 2 months or less: 50% of hire
* 1 week or less: 100% of hire

Notification of cancellations should be made in writing (email deemed to be as in writing) and will be effective on the date received by The Shaftesbury Theatre.

The Shaftesbury Theatre reserves the right to require up to 100% payment of the room hire as a deposit of which 25% is non-refundable. Failure to pay the deposit will result in The Shaftesbury Theatre cancelling the booking.
The balance will be invoiced after the event Payment for all invoices is required within 30 days of the invoice date. VAT is applicable on all charges at the current rate.

The Shaftesbury Theatre may, in its absolute discretion, end any contract at any time by writing to you. The Shaftesbury Theatre shall not be obliged to provide reasons for any such cancellation. The Shaftesbury Theatre will provide refunds for any payments made to The Shaftesbury Theatre unless costs have been incurred. The Shaftesbury Theatre shall have no other liability or obligation whatsoever to you arising from any such cancellation.

# 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.
2. (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.)
3. To **agree** all your requirement with the Theatre Technicians, (acting on behalf of the Committee), **before** the hire commences.
4. A theatre technician may be available for one-day bookings. For longer bookings, the hirer may need to provide their own technician(s); this must be clarified before the booking is confirmed.
5. 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.
6. Any damage howsoever caused to the Theatre’s electrical equipment will have to be paid for by the hirer.

**Marketing and Publicity**

Each company is responsible for producing their own marketing material. All marketing and publicity material should be sent to the Marketing Officer (details will be provided once booking is confirmed). It is advisable to send a draft copy before printing for the Marketing Officer to ensure the theatre details are correct.

* Flyers (DL and/or A5) and Posters (A4 and /or A3) may be sent to the theatre and should arrive at least 4 weeks prior to the first performance date.
* At least one square digital image, no smaller than 1000x1000px - Ideally 1920x1080 - for the website and social media pages. (However, if you have other dimensions please also send)
* All electronic copies should be sent directly to the marketing officer for inclusion on our website and social media accounts.

Publicity should include:

* The name (and where appropriate the address) of the theatre (The Shaftesbury Theatre, 2 Brunswick Place Dawlish EX7 9PB)
* Performance dates and times
* Box Office telephone number**(**01626 863061)
* On-line ticket sales link: [www.shaftesbury-dawlish.co.uk](http://www.shaftesbury-dawlish.co.uk)
* Ticket prices