



Lochside Theatre

Lochside Road
Castle Douglas
DG7 1EU

Tel/Fax: 01556 504506

E-mail: info@lochsidetheatre.co.uk

Web Site: www.lochsidetheatre.co.uk

Theatre Hire Application (For meetings etc, please use our other form.)

1. Hirer Details

Name of Hirer (Group or Individual) _____

Name, address and telephone number of contact, having authority to sign for hirer.

Unless hirer already known to Lochside Theatre, name, address and telephone number of referee who can provide written reference for hirer.

2. Details of Booking (Please complete a separate form if times/requirements vary).

| Dates & Times | | | Type of activity (Please tick) | |
|----------------------|--|--|---|--|
| Date(s) | | | Performance | |
| | | | Rehearsal (with production lighting) | |
| | | | Rehearsal (without production lighting) | |
| Time access required | | | Other (specify) | |
| Start time | | | | |
| Finish time | | | | |

3. Staffing and Technical. Hire charges include the provision by Lochside Theatre of Stage Manager, Technician (with basic stage lighting / sound), House Manager and Front of House Staff. Please indicate additional requirements) here (eg Technical Staff to operate equipment during a show. Please tick as appropriate.

| | Supplied by hirer (see conditions 3 and 4) | Supplied by Lochside Theatre @ £40 per item | Not required |
|---------------------|--|---|--------------|
| Lighting technician | | | |
| Sound technician | | | |
| Stage crew | | | |

4. Catering Requirements.

- For an evening performance, the Crannog Bar will be open from 7 pm to 11 pm and Lochside Theatre will provide tea / coffee, soft drinks and ice cream for sale to the audience at the interval. If you consider this inappropriate, please enter your requirements in other information box overleaf. Please indicate also if your audience will be mainly children.
- Lochside Theatre can also provide audience refreshments at the hirer's expense, and cater for your private reception before or after the show. Please indicate your requirements overleaf and we shall be pleased to quote.
- The Session Room may also be hired for your reception, where you arrange your own catering.

Other information and catering requirements

A deposit of up to 50% of the hire charge of the theatre may be required and is payable on acceptance of application.

Written notice of cancellation is required at least seven days prior to performance.

Deposit is non-refundable if for any reason performance is cancelled within seven days of performance.

Cheques should be made payable to Lochside Theatre Limited.

Declaration for Hirer

I declare that the details given are correct. I have read and agree to the Lochside Theatre Booking Conditions dated June 1997.

Signed _____ Authorised to sign for _____

Date _____

Acceptance for Lochside Theatre

The booking detailed is accepted subject to the Lochside Theatre Booking Conditions dated June 1997.

Signed _____ Authorised to sign for Lochside Theatre

Date _____

Notes

(Use this space for any additional notes.)

Hire Charges

Theatre Hire

The 'basic performance hire' costs £300 for an evening performance.

This covers the period from 5.00pm to 11.00pm (the latest time allowed for the completion of the 'get out').

We are situated in a residential area and always endeavour to keep disruption to a minimum.

Excess 'Get Out' time

Any time taken beyond 11.00pm will be charged at £10.00 per quarter hour or part thereof.

Staff

This includes all Front of House and Technical Staff. Operation of Technical Equipment (light and sound) beyond 'basic presentation' costs an additional £40 per lighting and/or sound operator - if required.

Access and Set Up / Rehearsal (Bare Stage – no Theatre Lighting or Sound System)

Time out with the hire period (5.00pm – 11.00pm) is charged at £20 per hour as required.

Production Rehearsal (Inc Theatre Lighting and Sound and Operator(s))

Time out with the hire period (5.00pm – 11.00pm) is charged at £40 per hour as required

Ticketing ' Box Office Services

Lochside Theatre can print and sell tickets for your event as well as providing you with a Box Office Report after the event.

We charge 2% on ticket sales, mainly to cover the cost of accepting card payments.

PRS

The minimum charge for PRS is currently £28 plus VAT (total £32.90) and goes to 3% when sales exceed £1,000 . We also need for PRS a set list of the numbers performed.

1. All advertised Hire Rates are subject to confirmation at the time of acceptance of booking. Rates are negotiable in respect of multiple bookings.
2. During any period when performance rate is chargeable, ancillary rooms will not be hired to others without the agreement of the Hirer of the auditorium.
3. The Theatre's volunteer staff have agreed not to accept gratuities from hirers, but donations to *Lochside Theatre Holdings Limited* in lieu of gratuities are most welcome.
4. Time charged for rehearsals meetings etc will be from advertised start time to actual finishing time rounded up to the next complete half hour. Access will be available 15 minutes before start time unless a longer period is booked.
5. Dressing room key available - £5 returnable deposit required.
6. Please return the completed form to the Theatre for the attention of Mr Allan Scott.
7. Please photocopy this form as often as required.