



Lochside Theatre

Lochside Road
Castle Douglas
DG7 1EU

Tel/Fax: 01556 504506

E-mail: hire@lochsidetheatre.co.uk

Hire Application for meetings etc

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

Date(s)		
Time access required		
Start time		
Finish time		

Type of activity	
No of participants (approx)	
Preferred Room (Please Tick)	
Auditorium	
Session Room	
Crannog Bar	

3. Catering Requirements.

- The Session Room may be hired with or without use of kitchen. Please indicate if kitchen required. On request, Lochside Theatre will open the Crannog Bar, or provide tea / coffee, either for sale to your audience, or at the hirer's expense. Please enter your requirements in other information box below.
- If you require more extensive catering, please contact us for a quotation.

Catering and other requirements

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 November 1997.

Signed _____ Authorised to sign for Lochside Theatre

Date _____

Notes**1. Hire Charges**

Meetings etc	Hourly Rate
Auditorium	£32.00
Session Room with Kitchen	£9.00
Session Room, Crannog Bar, Dressing Room	£7.00
AV Equipment (Microphones, Radio Mics, OHP, LCD Projector etc)	Price on Request

All advertised Hire Rates are subject to confirmation at the time of acceptance of booking.

- Time charged** - Time will normally be charged from the advertised start time to the actual finish time, rounded up to the next half hour. Access will be available 15 minutes before start time. Additional set up time must be booked and will be charged at the normal rate.
- Regular users are asked to note that ancillary rooms will not be available when there is a performance in the auditorium. Bookings for ancillary rooms are accepted on the condition that final confirmation may not be given until two months before the event. Lochside Theatre will offer alternative dates whenever feasible and do everything possible to minimise inconvenience to Hirers.
- Please return the completed form to the Theatre for the attention of Mr Allan Scott. Please photocopy this form as often as required.