



Application for Conference Hire

| | | | | | | | |
|--|--|--------------------|--|-------------------|--------|-------------|--|
| Organization | | | | | | | |
| Contact name | | | | | | | |
| Address | | | | | | | |
| Address | | | | | | | |
| Postcode | | | | | | | |
| Phone | | | | | Fax | | |
| Email | | | | | Mobile | | |
| Today's date | | | | | | | |
| Date of hire | | Venue | | Arrival time | | Finish time | |
| | | | | | | | |
| Number of delegates | | | | | | | |
| Room layout: Circle | | Theatre style | | Boardroom | | Lecture | |
| | | | | | | | |
| Chair numbers | | | | | | | |
| Table numbers | | | | | | | |
| Data projector | | Overhead projector | | Projection screen | | | |
| Flip chart | | Mics and PA | | Video playback | | | |
| Tea/Coffee/Biscuits | | Quantity | | Time served | | | |
| Tea/Coffee/Biscuits | | Quantity | | Time served | | | |
| Tea/Coffee/Biscuits | | Quantity | | Time served | | | |
| Buffet | | Menu | | Time served | | | |
| <p>I, the undersigned, confirm that I accept the conditions and regulations relating to the hire of space and equipment at Leatherhead Theatre. I agree to pay the charges laid out on the attached schedule.</p> | | | | | | | |
| | | | | | | | |
| Name in capitals: | | | | | | | |
| I enclose a deposit of £ | | | | | | | |
| I enclose a full payment of £ | | | | | | | |

Conditions of Hire

A non-refundable deposit of £50 must be paid with the hire application.

Cancellation: Any cancellation – 25% of fee.

Cancellation within 14 days – 50% of fee. Cancellation within 7 days – 100% of fee.

Hire fees are calculated on an hourly basis and part hours are charged as full hours. Any hiring which exceeds the pre-booked time of finishing will be liable to additional fees.

Hire charges apply from the time of occupation of the rooms until the premises are vacated.

Conference booking charges.

| | Seating Capacity | Per hour Minimum 3 hours | Per hour Minimum 6 hours |
|------------------------------------|---------------------|--------------------------|--------------------------|
| Green Room Conference Suite | 60 | £36 | £30 |
| Mezzanine Bar | 120 | £50 | £50 |
| Catering | | Per person | |
| | Finger buffet | £8.50 | |
| | Coffee/tea/biscuits | £2 | |

Conference Menu £8.50

Selection of sandwiches including some vegetarian
Cocktail sausages
Slices of quiche
Vegetable garnish (tomatoes and celery)
Scotch eggs
Fruit juice
Fruit
Slices of cake



The Leatherhead Theatre
 7 Church Street
 Leatherhead
 Surrey
 KT22 8DN
 Tele 01372 365130
 Fax 01372 365195
 www.the-theatre.org

Application for Hire

| | | | | | | |
|--|------------|--------------|-------------------|-----------|--|--|
| Organisation | | | | | | |
| Contact name | | | | | | |
| Address | | | | | | |
| Address | | | | | | |
| Postcode | | | | | | |
| Phone | | | | Fax | | |
| Email | | | | Mobile | | |
| Category of hire | Commercial | | Non-commercial | | | |
| Proposed use of the theatre. | | | | | | |
| Today's date | | | | | | |
| | Venue | Arrival time | Performance times | Exit time | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Date of hire | | | | | | |
| Ticket arrangements for events should be made with the manager and the correct form filled in. | | | | | | |
| Stage set up: | Stage: | Apron stage | Orchestra pit | | | |

The undersigned hereby agrees to indemnify and hold harmless Leatherhead Revival Trust and its subsidiary company the Leatherhead Theatre Company Ltd from all claims arising out of the use of the facilities by the undersigned of the Leatherhead Theatre save where such claim arises out of the direct negligence of either of these companies. In particular and without prejudice to the generality of the foregoing, the undersigned confirms that it is aware of the relevant legislation, statutory instruments and orders relating to activities involving children of minor age and, in consideration of the use the theatre granted by the companies referred to above, will take all steps necessary to comply with such legislation, statutory instruments and orders.

Hire charges

Commercial rates are applicable to hirers that are not registered charities or bona fide community groups.

| auditorium, stage, dressing rooms and standard equipment as in specification | Non-commercial | Commercial |
|---|----------------|---------------|
| Mon - Thurs 10 am – 6pm | £55 per hour | £80 per hour |
| Mon – Thurs 6pm – 11pm | £80 per hour | £105 per hour |
| Fri, Sat and Sun 10 am – 6pm | £90 per hour | £115 per hour |
| Fri, Sat and Sun 6 pm – 11pm | £115 per hour | £155 per hour |
| Green Room | | |
| Mon - Thurs 10 am – 6pm | £25 per hour | £35 per hour |
| Mon – Thurs 6pm – 11pm | £35 per hour | £45 per hour |
| Fri, Sat and Sun 10 am – 6pm | £35 per hour | £45 per hour |
| Fri, Sat and Sun 6 pm – 11pm | £45 per hour | £55 per hour |
| Inclusive use of the theatre facilities. Not including the Green Conference Room available by special arrangement. | £120 per hour | £180 per hour |

Each venue may only be booked for a minimum of three hours.

Conditions of Hire

A non-refundable deposit of £120 or the full charge if this is less than £120 must be paid with the application. The estimated balance must be paid before the commencement of the event. Any balance payable must be settled within 7 days of the event taking place. No transfer of dates is possible unless the venue can be re-let.

Cancellation of a hiring may only be made in writing to the manager. Cancellation within 21 days of event 50% of total hire charges. Cancellation within 7 days of event 100% of total hire charges.

Hire charges will be at the applicable rates on the date of the event. Hire fees are calculated on an hourly basis and part hours are charged as full hours. Any hiring which exceeds the pre-booked time of finishing will be liable to additional fees.

Hire charges apply from the time of occupation of the rooms until the premises are vacated.

Additional charges will be made for setting up, dismantling or moving rostra, stage equipment, stools and chairs outside the hire period of £30 per hour (£60 per hour after midnight) between 11pm and 10 am all the hire charges double.

Performing Rights Society Whenever music is performed as part of an event, the theatre is required, as a function of its PRS licence, to pay a percentage of the Net Box Office proceeds. Unless a licence has already been negotiated with a publisher for a show, promoters are required to inform the theatre of proceeds, so that the correct charge can be charged to the promoter and passed on to the PRS.

What is included in the auditorium hire charge

Facilities

Auditorium

Stage

Dressing rooms

Technical Equipment

Sound

Allen & Heath GL 3300 M 32 Channels- 4 groups – 2 stereo feeds
8 Sherman main speakers
(6 Sherman D301s, 2 Sher D650s 2 Sher 1802 bass speaker)
Denon cassette + CD players
Tascam MDK 301 Minidisk
Yamaha main amp
QSC main amp
Yamaha DM32

Lighting

Console ETC 48/96 Express
4 x Anytronics Contractor Total 96 channels
Plug system 16a Cform
Lamps 12 CCT Silhouette 30
24 CCT Silhouette 15
20 Strand 743 fresnels
20 PAR 64
15 Strand Cantata
15 CCT Starlets fresnels
4 Colour CODA

Stage

Proscenium 11m wide x 5m high
Front stage to Cyc 8m
Fly system Counterweight
13 bars available besides bars occupied by tabs, borders, lamps
Main stage tabs electrically drawn, can be flown
Safety curtain electrically flown
6 tormentors
Midstage tabs Black serge

Front of House

Duty manager
2 ushers

What is NOT included in the hire charge, but is necessary is a supervising technician who may be able to help in the technical running of an event. His services will be charged at £80 per day.

What can be hired for a further charge subject to availability.

| | Yes |
|---|--------------------------|
| Printed ticket set per performance £50 | <input type="checkbox"/> |
| Box office services - £35 set up + 10% commission | <input type="checkbox"/> |
| Grand Piano - £70 per day | <input type="checkbox"/> |
| Digital Projector - £90 per day | <input type="checkbox"/> |
| Follow spot - £50 per day | <input type="checkbox"/> |
| Overhead projector - £15 per day | <input type="checkbox"/> |
| Flip chart - £10 per day | <input type="checkbox"/> |
| Video mixer and computer - £100 per day | <input type="checkbox"/> |
| Storage space when available - £80 per day | <input type="checkbox"/> |
| Further technicians - £150 per day | |
| Sound | <input type="checkbox"/> |
| Lighting | <input type="checkbox"/> |
| Stage hand | <input type="checkbox"/> |
| Stage manager | <input type="checkbox"/> |
| Follow spot handler | <input type="checkbox"/> |
| Video technician | <input type="checkbox"/> |