

# Sleaford Little Theatre Venue Booking Form



Sleaford Little Theatre ("SLT") is a registered charity under charity number 1167463

## CONTACT/BOOKING DETAILS:

Name of Act:	
Address:	
Telephone No:	
Contact Name:	
Contact Telephone No:	
Contact Email Address:	
Description of Act: i.e. music, play	
Age Suitability:	
Date(s) Required:	
Anticipated Time of Arrival:	
Anticipated Time of Departure:	

In order to refund Security Deposit and payment of Box Office Ticket Sales, we require the following information:

Bank Name:	
Name on Account:	
Account Number:	
Sort Code:	

**VENUE HIRE COSTS:**

Performance Hire £260 for 4 hours. Includes auditorium, stage lighting and sound, technical support, front of house, dressing rooms, promotional advertising on Playhouse website / social media / programmes (as available) - artwork must be supplied	£
Additional hours @ £35 per hr x ..... hour(s)	£
Box Office & Online Ticket Booking facility per Performance @ £30	£
Auditorium Only @ £25 per hr x ..... hours	£
Licensed Bar. There is no charge for this facility and all profits will belong to SLT. Please indicate if required Yes/No	
<b>TOTAL</b>	£

**A £100 SECURITY DEPOSIT IS REQUIRED AT THE TIME OF BOOKING. THIS WILL BE REFUNDED BY BACS PAYMENT AFTER THE PERFORMANCE (Less deductions if applicable).**

**PERFORMING RIGHTS SOCIETY - A Set list must be completed and returned with Booking Form.**

**TECHNICAL REQUIREMENTS - Please inform us separately of your lighting and sound plot.**

PRS Fee (if applicable, this will be deducted from ticket sales)	£
Vat on PRS Fee	£

I agree to hire The Playhouse on the terms and conditions set out herein, and to the requirements for licences and safety precautions, which I have read and understood.

Signed: \_\_\_\_\_  
On behalf of the Hirer

Date: \_\_\_\_\_

\_\_\_\_\_  
On behalf of Sleaford Little Theatre

Date: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN SCANNED COPY TO: [hire@sleafordplayhouse.co.uk](mailto:hire@sleafordplayhouse.co.uk)**

**OR POST TO: Tom Creasey, Booking Clerk, Sleaford Little Theatre, 54 Westgate, Sleaford NG34 7PP**

**Please note the booking cannot be confirmed until the deposit has been received.**

NOTE: As in paragraph 7b of the General Conditions of Hire, no real or artificial smoke, pyrotechnics or dry ice of any kind shall be produced.

Smoking is prohibited in all areas of The Playhouse which includes the auditorium, bar, gallery, the stage, dressing rooms and all areas back stage, including the workshop.

# TERMS & CONDITIONS OF BOOKING

## Sleaford Little Theatre ("SLT")

Sleaford Little Theatre, 54 Westgate, Sleaford  
Registered Charity No: 1167463

### 1. Facilities

The Playhouse comprises the stage, auditorium (stalls and gallery), foyer, bar, back stage dressing rooms and workshop. It is available for conferences, training seminars, and performing arts events up to a maximum of 121 persons.

A pay and display car park is available across Westgate and also from Watergate (Sainsbury's), which is a short walk away. Payment is not required for these car parks after 6pm. or on Sundays.

No vehicular access is permitted to The Playhouse car park at the rear of the premises. Loading/unloading should be via the double doors in Playhouse Yard or through the main entrance on Westgate.

Toilets are situated in the foyer area on the ground floor and include a toilet for the disabled. A further toilet is available back stage for performers.

For Full Package productions, SLT will provide a Manager and Front of House team.

For Auditorium only hire, you must nominate a named Contact whose name must be included on the Booking Form. The named Contact must be over 18 and they will be responsible for ensuring compliance with these Terms and Conditions.

The Playhouse Lighting and Sound System is available during your performance and its use is included in the cost of the Full Package.

*Under no circumstances are you allowed to adjust, reposition, re-focus or re-colour any of the luminaires/lanterns within the theatre, nor to rig any additional luminaires/lanterns, effects or other machinery to the theatre's fixed installation or battens. Any request for technical support, must be notified to SLT Trustees/Manager at least two weeks before the performance. Any resulting work will be subject to an additional surcharge of £60 per half day (maximum 3 hours).*

### 2. Catering

A licenced bar is available for the sale of hot and cold drinks. This facility is only available if operated by a member of the Charity.

### 3. Charges

SLT offers the following rates of hire:

**Full Package - (4 hours - total cost £260)** This includes use of the Stage, Auditorium, Stage Lighting, Concert Sound/PA System, Technical Support, Front of House, Dressing Rooms, Promotional advertising on Playhouse website/media/programmes (as available) - artwork must be supplied. **Additional hours** are charged at £35 per hr

**Auditorium Only** (non-performance) £25 per hr

**Box Office & Online Ticket Booking** per Performance £30. Please note that we do **not** take a percentage of ticket sales

Additional resources may be available if required, please enquire at the time of booking.

A Security Deposit of £100 is required at the time of booking.

The full balance of the booking fee is payable no less than 7 days prior to the event.

(Please enquire about terms for Registered Charities and approved, Not-For Profit organizations)

#### 4. Insurance.

All Acts must have a valid Public Liability Insurance policy with a minimum indemnity of £150,000. Such policy must be in force during the Hire Date. A copy of the valid insurance certificate must be produced at the time of booking.

We shall not be liable for any loss, damage, cost, or expense arising from any breach by you of your agreement with us or any act or omission of any other person.

#### 5. Deposit

A Security Deposit of £100 is payable at the time of booking. This deposit is refundable after the event, less any deductions for loss, damage, or cancellations.

If you cancel the booking prior to the event we reserve the right to deduct the following charges from the Security Deposit:

**Less than one calendar month prior to the event:           £100**

**More than one calendar month prior to the event:           £50**

If you fail to pay the balance of the booking in full, no less than 7 days prior to the event, SLT reserve the right to cancel the event and the Security Deposit will be forfeit.

#### 6. Licences

##### a. Premises Licence/Licensing Act 2003

SLT are licensed for public music, dancing, theatrical performances, and public entertainment of a like kind. A copy of the Licence is available on request.

##### b. Performing Rights Society/Live Music Licence

SLT are licensed by the Performing Rights Society (PRS) for the public performance of all musical work. For all performances of live music, a PRS "Live Events" form must be completed. You will be liable for all relevant PRS royalty fees plus VAT. For a full list of relevant royalty charges can be found at [www.prsformusic.com](http://www.prsformusic.com).

**Please note** the completed PRS Live Events form must be completed and returned with the booking form to: [hire@sleafordplayhouse.co.uk](mailto:hire@sleafordplayhouse.co.uk) or post to: Playhouse Manager, Sleaford Little Theatre, 54 Westgate, Sleaford, NG34 7PP

##### c. Premises on Licence

SLT is licensed for the sale of alcohol for consumption on the premises and licensed to play music until 11.00pm. The bar can only be operated by the Charity. A copy of the Licence is available on request.

## 7. Safety

You must ensure, as far as is reasonable, that staff, patrons and performers are not exposed to risks to their health and safety while on the premises. In particular, with regard to:

- the safety and condition of the premises and equipment, fixtures and fittings used thereon.
- the safety of any activities or work systems taking place on the premises.

### a. Electrical Equipment

All electrical equipment brought into The Playhouse shall be certified with a current PAT Testing Certificate and shall comply with any additional standards or requirements which SLT may make from time to time.

### b. Naked Lights, Smoke and Similar Effects

Naked lights of any kind are prohibited. Real or artificial smoke shall not be produced, or pyrotechnics of any description shall not be used in the premises.

### c. Fire

You must comply with all conditions and regulations made in respect of the premises by the Fire Authority, District Council, or such other statutory authority. This particularly applies in connection with any performance which includes public dancing or music or other similar public entertainment or stage play.

Fire Exits must be kept free of obstruction at all times to enable access in the event of an emergency. The position of the Fire Exits will be notified to the named Contact on the day of the event.

In the event of a fire you must inform the SLT Manager immediately. The SLT Manager will take responsibility for alerting the Fire Brigade and ensuring the controlled evacuation of the premises. The SLT Manager will ensure that all members of the Front of House team know where and how to use the fire extinguishers.

### d. First-Aid

Any accidents must be reported to the SLT Manager. A First-Aid kit is provided.

## 8. Liability

- a. The premises shall only be used for those purposes as described in the booking form.
- b. You must not sub-lease the premises or allow the premises to be used for any unlawful purpose.
- c. You must not do anything that may breach the terms of any insurance policy or licence held by SLT. This includes the illegal sale of alcohol.
- d. You will be responsible for all damage, however slight, caused to the premises or the contents of the Theatre, including fabric and soft furnishings. All damages must be reported to the SLT Manager.
- e. You will indemnify SLT for the cost of repair to any damage caused, during the event, which may occur to the premises or the contents thereof. The Security Deposit will be used towards the cost of repair or replacement of any items damaged during the event.
- f. You will be responsible for ensuring the premises are left in a clean and tidy condition. Any contents temporarily removed from their usual position will be replaced. When you leave the

premises, you will be responsible for ensuring the SLT Manager is aware of any damage caused to The Playhouse property

## 9. General Conditions

### a. Cleanliness

You must maintain a satisfactory standard of cleanliness throughout the premises but in particular:

- areas where food and drink are stored, prepared, or served.
- sanitary accommodation provided for staff, patrons, and performers.

### b. Conduct

You must:

- not allow the premises to be used for any lewd, obscene, immoral, or indecent performances, recitation or exhibitions or any performances which are offensive to public decency or calculated to excite any breach of the peace.
- not allow any indecent poster, advertisement, film, photograph, programme, or video tape to be displayed or shown on the premises.
- not permit or allow any indecent behaviour, drunkenness, or other disorderly conduct to take place on the premises.
- You must take all necessary precautions to ensure the provision of music does not cause unreasonable annoyance, disturbance, or nuisance to local residents.

### c. Overcrowding

The auditorium has a maximum seating capacity of 121. At no time should you exceed the maximum number allowed. All persons attending without a seat number will not be allowed entry.

### d. Powers of Entry

Access to the premises should be made available to the Police, Fire Service, and any authorised officer of North Kesteven District Council. You must comply with any reasonable recommendations or requests made by these services/officers.