

**TIVERTON COMMUNITY ARTS THEATRE  
APPLICATION FOR HIRE OF AUDITORIUM (TCAT)**

Completed forms must be signed and returned with the 25% deposit in order to secure your booking. Full payment must be received along with a copy of your Public Liability policy at least two weeks before the commencement of the hire period.

Cheques should be made payable to TIVERTON COMMUNITY ARTS THEATRE and sent to:  
Ruth Sorenson, Community Arts Office, Tiverton High School, Bolham Road, Tiverton EX16 6SQ.

**Name of Organisation:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone Number (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

Period of Hire	Date	From Time	To Time	£

Additional Periods	Date	From Time	To Time	£
<b>Sub Total</b>				

<b>Additional Charges (Lighting/Sound/Seating etc)</b>	
<b>Total</b>	
<b>25% Booking Fee</b>	
<b>Refundable Deposit (Held in the event of cleaning charges)</b>	50.00
<b>Balance Due</b>	

The hirer agrees that they will comply with the conditions of letting as set out on the attached and with any additional conditions which may be laid down.

**Signature of hirer:** \_\_\_\_\_

**Position held in Organisation:** \_\_\_\_\_

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

**Facilities required:** *(Please complete each box Y(yes) or N(no))*

<b>Theatre Seating?</b> <i>(Standard 211 Seats)</i>		<b>Additional Seating?</b> <i>(Set-Up Charge £30)</i> <i>(Maximum of 100 Seats)</i>	
<b>Set-up Cabaret Style?</b> <i>(Set-up Charge £30.00)</i>		<b>Additional Rooms Req'd?</b> <i>(by arrangement with THS)</i>	
<b>Marketing Required (Y/N)</b> <i>(We will contact you to discuss your requirements)</i>		<b>Programmes/Merchandise?</b> <i>(A charge of 15% of revenue is charged if TCAT provide sales staff)</i>	
<b>Use of Sound Equipment?</b>		<b>Use of Lighting Equipment?</b>	
<b>In-House Sound Technician required?</b>		<b>In-House Lighting Technician required?</b>	
<b>Professional Sound Engineer required?</b> <i>(We will contact you to discuss your requirements)</i>		<b>Professional Lighting Engineer required?</b> <i>(We will contact you to discuss your requirements)</i>	
<b>Followspot Operator required?</b> <i>(Additional Charge may apply)</i>			

**TCAT are able to offer, at preferential rates, the hire of additional Sound, Lighting, and Effects equipment.**

**Additional Requirements?**  
*(We will call you to discuss)*

**Scale of Charges**

<u>Facility</u>	<u>Community Hire</u> (Per Hour)	<u>Commercial Hire</u> (Per Hour)
<b>Empty Auditorium</b> <i>(Excludes the use of sound and lighting equipment)</i>	£12.00	£20.00
<b>Over-Run Charge</b> <i>(Per hour or part thereof)</i>	£15.00	£25.00
<b>Theatre</b> <i>(Includes the use of sound and lighting equipment – Technicians <b>not</b> provided)</i>	£22.00	£30.00
<b>Over-Run Charge</b> <i>(Per hour or part thereof)</i>	£30.00	£40.00
<b>Hirer must use competent lighting and/or sound technician(s). TCAT will provide a caretaker to assist with guidance to the theatre systems.</b>		
<b>TCAT can provide Technicians or Engineers to suit your requirements. Charges are shown below:</b>		
<u>Services</u>	(Per Hour)	(Per Hour)
<b>In-House Sound Technician</b> <i>(To run basic sound requirements – i.e. mics / CD's / Audio files etc)</i>	£12.00	£12.00
<b>Professional Sound Engineer</b>	By Arrangement	By Arrangement
<b>In-House Lighting Technician</b> <i>(To run preset lighting states on manual desk – Does not include rigging special lighting plots or programming shows)</i>	£12.00	£12.00
<b>Professional Lighting Engineer</b>	By Arrangement	By Arrangement