

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: Mandy Slevin, Community Partnership 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	£
			Sub Total	
Additional Charges (Lighting	n/Sound/Seating	r etc)		
Additional Onlinges (Eighting	y oodiid oodiii	, 0.0)		
			Total	
			5% Booking Fee	
Refun	dable Deposit (Held in the event of		50.00
			Balance Due	
The hirer agrees that they will with any additional conditions			as set out on the atta	ched and
Signature of hirer:				
Position held in Organisation:			Date:	



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

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

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)		



Tiverton Community Arts Theatre

Scale of Charges

<u>Facility</u>	<u>Community Hire</u> (Per Hour)	Commercial Hire (Per Hour)
Empty Auditorium (Excludes the use of sound and lighting equipment)	£12.00	£20.00
Over-Run Charge (Per hour or part thereof)	£15.00	£25.00
Theatre (Includes the use of sound and lighting equipment – Technicians not provided)	£22.00	£30.00
Over-Run Charge (Per hour or part thereof)	£30.00	£40.00

Hirer must use competent lighting and/or sound technician(s). TCAT will provide a caretaker to assist with guidance to the theatre systems.

TCAT can provide Technicians or Engineers to suit your requirements. Charges are shown below:

Services	(Per Hour)	(Per Hour)
In-House Sound Technician (To run basic sound requirements – i.e. mics / CD's / Audio files etc)	£12.00	£12.00
Professional Sound Engineer	By Arrangement	By Arrangement
In-House Lighting Technician (To run preset lighting states on manual desk – Does not include rigging special lighting plots or programming shows)	£12.00	£12.00
Professional Lighting Engineer	By Arrangement	By Arrangement