



## Theatre Hire Application

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### Hirer Details

Name of hirer (*group or individual*) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact person (*capital letters*) \_\_\_\_\_

Position within organisation \_\_\_\_\_

Tel. number \_\_\_\_\_ E-mail \_\_\_\_\_

### Details of Booking

Type of activity (*delete as applicable*)

Performance / Rehearsal / Film / Meeting / Party / Other (specify) \_\_\_\_\_

### Dates and times of hire

Date(s)	Start time	Finish time

### Technical facilities (*tick as required*)

Note these must usually be operated by a club member.

<input type="checkbox"/> <b>Video projector</b> This includes use of DVD and VHS players	No charge
<input type="checkbox"/> <b>Stage lighting</b> Basic open-white wash of the stage, unless otherwise agreed	No charge
<input type="checkbox"/> <b>PA system</b> Includes use of tape, CD, minidisk players, and various microphones	No charge

### Auditorium layout (*select one of the following*)

<input type="checkbox"/> <b>Theatre style</b> 70 raked seats	No charge
<input type="checkbox"/> <b>Open floor</b> Raked seating retracted leaving a large open floor area in front of the stage	Upon enquiry

## Theatre Hire Application, continued

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### Other facilities *(tick as required)*

<input type="checkbox"/> <b>Teas &amp; Coffee</b> Sold by club members from our coffee bar from £1 per cup	No charge
<input type="checkbox"/> <b>Use of the Balcony Bar upstairs area</b> Useful for more foyer seating, a display or additional changing area	No charge
<input type="checkbox"/> <b>Use of Dressing rooms</b> Number of dressing rooms required. Delete as applicable – [One / Two]	No charge
<input type="checkbox"/> <b>Tables and chairs for stage</b> Specify the number of seats required:	No charge

### Other requirements not covered above

### **Promotion**

Is your event open to the public? [Yes / No]

If you answered yes to the above, then do you wish to have it advertised on our web site and associated sites for free? [Yes / No]

Content for our web site should be emailed to [enquiries@nairndrama.org.uk](mailto:enquiries@nairndrama.org.uk). Ideally supply at least a short description of the event, including dates, times and ticket sales, and if possible attach a suitable picture.

### **Declaration**

I wish to hire the Little Theatre as shown above for £20/hour (ex-VAT). I accept the conditions of hire (see following pages), and enclose the £30 deposit.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Cheques should be made payable to Nairn Drama Ltd.

Please fill in, sign and return one copy of this form with the deposit to:

Barbara Findlay, 7 Elizabeth Street, Nairn, IV12 5DX  
Tel 01667 451165 (If no answer in emergency, telephone 01667 455899)

# Conditions of Hire

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## General

All applications for hire must be made on the appropriate form. The Hirer must not alter the nature of the event without consultation and consent of Nairn Drama Ltd.

Nairn Drama Ltd does not accept responsibility that the accommodation is suitable for the purpose hired.

The Hirer shall be solely responsible for the obtaining of any licenses, warrants, permits or insurance for activities undertaken by them during the hire and will indemnify Nairn Drama Ltd for any loss or damage which Nairn Drama Ltd may sustain by reason of any such licence, warrant, permit or insurance not being held.

Nairn Drama Ltd has general insurance cover on persons and goods, however it is for the Hirer to ensure that their property is adequately insured against all reasonable risks to which they consider it may be exposed.

## Hire Charges

Hires are chargeable at £20 + VAT per hour, with a minimum hire period of 2 hours.

## Reservations

A deposit of £30 is required prior to the hire date. Hire applications will only be valid when the deposit has been paid and the enclosed theatre application form has been completed correctly and returned. A provisional booking will be held for a maximum of four weeks in which time the booking forms and deposit must be returned. Hirers should note that the premises must only be used for the purpose stated on the theatre application form.

## Cancellation of Hire

The Hirer may cancel the Hire, however no deposit shall be refunded if the cancellation is made 14 days or less prior to the agreed hire date.

## Access

All bookings are subject to the times stated on the Application for Hire form. Access is not permitted prior to the agreed time. The Hirer when completing the Application for Hire Form should therefore make allowance for set up times.

## Child Protection Policy

In all cases where any of the cast are children, the hirer must ensure that adequate amounts of adults are present to maintain efficient supervision, order and safety. The hiring organisation must have a valid Child Protection Policy.

## Fire, Health and Safety

The Hirer must not act or fail to act in a manner that contravenes any Health and Safety regulations. In order to comply with fire regulations, scenery and stage properties must be treated with fire retardant. No flammable spirits, explosive materials or liquid gas containers must be brought into the building without the prior written consent of Nairn Drama Ltd. All doorways etc must be left clear of obstruction. All portable electrical equipment must carry a current PAT certificate and comply with EU regulations. The Little Theatre's auditorium can seat up to 70 people, with a maximum of 200 within the building at any time. The Hirer must ensure that all tickets sold or numbers of persons invited to the Hire does not exceed the numbers specified above. Smoking is not permitted in any part of The Little Theatre.

## **Theatre's Permanent Equipment**

The Little Theatre's permanent equipment, ie lighting control boards, sound system etc may only be operated with the permission of theatre's technicians. If you provide your own Lighting / Sound Crew then they must be suitably qualified and acceptable to the theatre's technical staff.

## **Condition of Building**

The Hirer shall be liable for the cost of any repair to or replacement of items or building fabric or structure necessitated through the negligent acts or omissions of the Hirer or its members. Food and drink shall only be consumed in the auditorium with prior approval of the Theatre Manager.

It is the responsibility of the Hirer to ensure that all rubbish is cleared away. Normal daily cleaning of the premises is included within the hire charge. If additional cleaning is required after the event, Nairn Drama Ltd retains the right to charge the extra cleaning to the Hirer at cost.

## **Security**

Nairn Drama Ltd accepts no responsibility in respect of loss or theft of articles from the premises. Hirers are responsible for all loss theft or damage to their own equipment or other items used in the hire.

All equipment, props, etc. must be removed from the premises at the end of the hire unless prior arrangement is made with the theatre manager.

## **Signature and Completion**

Signing the application form indicates your agreement to be bound by these Conditions of hire. The word Hirer shall include all employees, participants and members of public involved in the hire at the invitation of the Hirer. Failure to comply with these conditions may result in the hire being cancelled without notice and Nairn Drama Ltd reserving the right not to accept any responsibility for loss, financial or otherwise, to the Hirer.