



SWINDON ARTS CENTRE APPLICATION FOR HIRE OF THE STAGE & AUDITORIUM



November 2009

1 CONTACT

Name and address of the person who is responsible for booking and to whom all correspondence should be sent.

Name:.....

Address:.....

.....

.....

.....

Postcode:.....

Telephone No. (daytime):.....

Telephone No. (evening):.....

Fax Number:.....

Mobile No:.....

2 THE EVENT

Title:.....

Date(s) and time(s):.....

.....

3 TICKETS

A 10% commission is charged on all actual ticket sold through the Box Office. There is no fee for reservations.

Do you want the Arts Centre to sell tickets for you?

Yes: No:

Tickets also/otherwise available from:

Yes: No:

4 GET- IN/OUT

Get-in: Date:..... Time:.....

Get-out: Date:..... Time:.....

Rehearsal(s): Date(s)/Time(s):.....

Date(s)/Time(s):.....

Date(s)/Time(s):.....

Date(s)/Time(s):.....

Date(s)/Time(s):.....



SWINDON
BOROUGH COUNCIL

5 ADDITIONAL ROOMS

Subject to availability and additional hire costs.

Do you require the use of extra rooms for your event?
If YES, on which evening(s)?

Yes: No:

Gallery 1:.....

Gallery 2:.....

Studio:.....

6 FRONT OF HOUSE

An after show party in the gallery must be agreed in advance and will incur an additional cost. The building must be clear by midnight.

Name of nominated FOH Manager:

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Are you providing a Box Office cashier?

Yes: No:

Are you using the kitchen?

Yes: No:

Do you intend to sell tea/coffee?

Yes: No:

Do you intend to provide complimentary drinks?

Yes: No:

Do you intend to sell food?

Yes: No:

Do you intend to have an after show party/gathering?

Yes: No:

Go to 6b Go to 6c

Please refer to clause: **16.2** of the Technical Rider

*NB: names of all FOH personnel should be provided at least 48 hours before a performance. See clause **16.2.3***

6a AFTER SHOW PARTY

Date:..... Time:.....

6b H&S/TECHNICAL RIDER

Please refer to clause: **1** of the Technical Rider

Have you received and understood the Technical Rider Including the Emergency Evacuation procedure?

Yes: No:

7 CINEMA

Do you require the use of the Venue's Digital projector?

Yes: No:

Will you screening a film on 3rd party equipment?

Yes: No:

8 PIANO

Charges will be made for using the pianos and for supplying a tuner.

Please refer to clause: **5** of the Technical Rider.

Do you require the use of the following:

1. Grand Piano

Yes: No:

2. Upright Piano

Yes: No:

3. A Piano tuner

Yes: No:

Will you be arranging your own Piano Tuner?

If YES, what is their name?

.....

9 TECHNICAL

9a TECHNICIANS

At least one member of the technical team and one member of the Stage Management team must have been on an Arts Centre training course. They should have completed the necessary training areas for the work

Please refer to clauses: **1-3, 16.1 & 20-23** of the Technical Rider.

Will you be using Arts Centre Technicians? Yes: No:

If yes, please arrange a meeting with the Technical Manager.

If NO, what is the name of the technician doing:

Are they on the Arts Centre's trained list:

Lighting:..... Yes: No:
Tel (day):..... (eve):.....
Sound:..... Yes: No:
Tel (day):..... (eve):.....
SM:..... Yes: No:
Tel (day):..... (eve):.....
ASM:..... Yes: No:
Tel (day):..... (eve):.....

9b ELECTRICS

Please refer to clauses: **5, 48-50** of the Technical Rider.

Do you intend to use:
The Arts Centre followspot? Yes: No:
Hired/own electrical equipment? Yes: No:

9c SOUND

Will you be using the Arts Centre's mixing desk? Yes: No:
If NO, will you be operating in the auditorium? Yes: No:
Will you be patching into the Arts Centre's system? Yes: No:

9d SEATING

Row AA will only be removed when the space is needed for a band.

Do you require row AA to be removed? Yes: No:
Do you require G6-G8 to be removed? Yes: No:
Do you require an adjudicators table in row G? Yes: No:

9e STAGING

Please refer to clauses: **34 & 37-39**, of the Technical Rider.

Subject to prior approval of the Technical Manager, do you intend to:
Paint the cyc? Yes: No:
Paint the floor? Yes: No:
Remove any Tabs, Borders or Legs? Yes: No:
Use additional rigging points, other than the LX bars? Yes: No:

9f SPECIAL EFFECTS

Please refer to clauses: **55-68** of the Technical Rider.

Subject to prior approval of the Technical Manager, do you intend to use:

- Smoke effects (smoke machine/hazer/etc)? Yes: No:
- Strobes? Yes: No:
- Naked Flames? Yes: No:
- Cigarette/cigars? Yes: No:
- Firearms? Yes: No:
- Weapons (knives, axes, swords, etc)? Yes: No:
- Pyrotechnics? Yes: No:
- Engines (lawn mower, motor bike, etc)? Yes: No:

10 ACCESS

Please refer to clause: **8** of the Technical Rider

What four-digit code would you like programmed into gates to the side courtyard (Stage door entrance)?

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11 INSURANCE

- Do you have public liability insurance Yes: No:
- Does the Arts Centre have a copy of the certificates? Yes: No:
- If no, please send a copy of your public liability insurance certificates to the Swindon Arts Centre before your performance commences*

The above information is correct at the time of signing, should amendments be made, I or a representative of the Company will contact the Technical Manager no less than six weeks before the get-in for the show. I understand that all requirements listed above are subject to approval by the Arts Centre Manager or his representative.

AGREEMENT

I confirm that I, and relevant members of the Company, have read the Technical Rider and the Fire Drill and accept them. I will notify the Arts Programming Manager and/or Technical Manager regarding any of the points above. **I am aware that if this booking is cancelled once the application is made, then a fee of 25% of the hiring charge (payable to the Arts Centre), will be due.**

Signed:
Position in company:
Date:

*A confirmation of the booking will be sent to the secretary with a pro-forma invoice.
*All money should be paid 7 days before the hire date(s) unless otherwise agreed with the Arts Centre Manager.

It is advisable that the hirer discusses the booking at least 6 weeks prior to performance to ensure the smooth running of the event. Please call the Arts Programming Manager to arrange a meeting.

N.B. All cheques should be payable to **Swindon Borough Council**. Theatre hire and equipment hire/sales will be invoiced separately, these invoices should also be paid separately hire/sales will be invoiced separately, these invoices should also be paid separately.