



## COMMUNITY THEATRE BOOKING ENQUIRY FORM

Please return this form to: The Lettings Administrator, Belper School and Sixth Form Centre, John O'Gaunts Way, Belper, Derbyshire DE56 0DA

### ABOUT YOU

Name of Hiring Organisation.....

Address of Organisation.....

.....Post Code.....

Telephone number(s).....

Name of Contact Person.....

Address of Contact Person (if different):.....

.....Post Code:.....

Telephone number(s) (if different):.....

Contact Email address .....

Hiring Organisation Status (please underline as appropriate): Limited Company / Sole Trader /

Voluntary Not-for-Profit / Registered Charity / Other (please give details).....

### ABOUT YOUR PURPOSE

The School reserves the right to decline a booking if it is deemed an unsuitable use of educational premises.

Name of production:.....

Production activity (eg acting, singing, dancing, rock band, orchestra):.....

Number of adults in cast (approx):..... Number of children in cast (approx):.....

Number of helpers (approx):..... Number of audience (approx):.....

Other information (e.g. catering you will be providing, using confetti / haze machine).....

**Please note:** All electrical equipment brought onto the premises must be properly tested, please see item 13 of the Booking Agreement, General Terms and Conditions for full details.



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## ABOUT YOUR PRODUCTION TECHNICAL SUPPORT ARRANGEMENTS

Name of production technician (lighting etc) .....

Relationship of production technician to you:

Employee

Sub-contractor

*Please give details of insurance held by sub-contractors:*

.....  
.....

Volunteer member of your group

Please note that it is your responsibility to ensure that your production technician is qualified to rig and de-rig, that all equipment brought in is safety checked and fit for purpose and that you booked sufficient time for rigging and de-rigging to be done safely.

Please indicate the proposed scope of work of your production technician:

Operate the school's sound and lighting systems without rigging

Rig and de-rig lights

*Please give details of any equipment to be brought in and the scope of work proposed:*

.....  
.....  
.....  
.....

**Under no circumstances should any production technician make any changes to the fabric of the building including electrical works.**

**ABOUT YOUR REQUIREMENTS**

Facilities required (please tick):

Foyer and audience toilets		Dance Studio - D1	
School hall		Focus Room - D2	
Stage		Pond Room - D3	
Lighting and sound gallery		Dressing rooms x 3	
Kitchenette (in foyer)		Cast toilets	
Hot water boiler		Other (by arrangement, please state)	
Fridge – larder style with glass door			

Equipment required (please tick):

Tiered seating 240 (+ 2 disabled)		Lighting ladder	
Tiered seating (other – to discuss)		Stage lighting	
Talkback system		Jesterml48 lighting desk	
Show relay system		Sound mixer	

Day eg Saturday	Date	Time of Get-in	Time of Get-out	Details of Activity eg technical prep, rehearsal, technical dress rehearsal, show (including approx start and finish times of show)	Tiered seating required (see below)	Approx no of people on site

I have informed you on a separate sheet if I plan to apply for an alcohol licence, and if I think we are eligible to be covered by the school's insurance policy (otherwise our cover will be evidenced). Please provide me with a price for the above hire of Belper School and Sixth Form equipment and facilities. I understand that the information provided will form the basis of the hire agreement and undertake to abide by the School's terms and conditions (provided separately)

Signed: ..... Date: .....

Print name:..... Role in organisation:.....

**Supplementary Booking Sheet**

Day eg Saturday	Date	Time of Get-in	Time of Get-out	Details of Activity eg technical prep, rehearsal, technical dress rehearsal, show (including approx start and finish times of show)	Tiered seating required (see below)	Approx no of people on site