

# application form

## business details

Business Name	
Contact name	
Responsible Person <i>present &amp; available on site</i>	
Mobile	
Email for invoice	
Address for invoice	

## venue requirements

Primary Hire Venue	
Main House (238-260 capacity)	
Weston Studio (74 capacity)	
Sixth Form Centre *	
Sports Hall *	

\*Additional costs will incur for hire of these spaces.

Seating layout	
<i>Please be aware that reserved seating is mandatory in the Main House and that we are only able to provide unreserved seating in the Weston Studio.</i>	
No Forestage <i>max capacity 260</i>	
Forestage <i>max capacity 238</i>	
Seating area	
Stalls only <i>max capacity 180</i>	Stall and Circle <i>max capacity 260</i>

Other requirements	
Bar (charged as required)	
Box Office/ticket collection table	
Car park attendants (charged as required)	

<b>Any further details</b>	
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Office Use					
Costing	Hire Agreement	Fire Safety	Insurance	Risk Assessment	

## event details

Please ensure that sufficient time is allowed in your schedule for get-in, set build, rigging, focusing, plotting, technical rehearsals, etc. - as well as ensuring that the get-out is carried out in an efficient and timely manner. We will advise if we think that you need more or less time. Any hours required above what is contracted will be charged post event. Any hours booked but not used will not be refunded as staff will have been called.

Event details	
<b>Event title</b>	
<b>Event type</b> <i>please specify dance, play, awards show</i>	
<b>Event description and content</b>	

Date(s) from and to	
<i>Please detail rehearsal, fit up, technical and performance times. The more information that you can specify at this stage, the more accurate we can be with our costing. Please remember to allow for reset and breaks.</i>	
<p>Handy list of the day's elements</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Tech Rehearsal</li> <li>• Reset &amp; break</li> <li>• Performers arrive</li> <li>• H&amp;S talk</li> <li>• Dress Rehearsal</li> <li>• Reset &amp; break</li> <li>• Doors</li> <li>• Act I</li> <li>• Interval</li> <li>• Act II</li> <li>• Close &amp; clear</li> <li>• Depart</li> </ul> <p><i>Please use additional sheets if needed.</i></p> <p><i>Please attached your provisional running order if available.</i></p>	

Company numbers			
<i>The licence for all persons on site is 450. This includes all performers, chaperones, staff and audience. Please indicate the total likely performer, staff and crew numbers.</i>			
<i>NB – if you have a full house of 260, you can have no more that 190 persons backstage.</i>			
	Under 18		Over 18

Audience	
Expected Audience numbers	
Will this event be on sale to public?	

## technical requirements

As part of your terms and conditions, you will need to arrange a pre-production meeting early on to discuss your production needs. If you have any information that you think may be useful for us to know at this stage, please complete this section below.

We have a professional technical system. If you are supplying your own operator for either lighting or sound please ensure that they have sufficient experience for what you require. If in doubt please check with the Technical Team.

<b>Audio Requirements</b>	
Do you need to use the Theatre's sound system?	
Do you need Microphones?	
Do you require 'the space' to provide an audio operator?	
Are you bringing any audio equipment of your own? <i>If yes please give brief details.</i>	
<b>Lighting requirements</b>	
Do you require 'the space' to provide a lighting operator?	
Are you bringing any lighting equipment of your own? <i>If yes please give brief details.</i>	
What is the proposed time for your lighting plot? <i>Please ensure you leave an adequate amount of time to plot your show. The more complex your lighting the longer it will take to plot.</i>	
<b>AV requirements</b>	
Do you require use of the projector and screen?	
Are you bringing any AV equipment of your own? <i>If yes please give brief details.</i>	
<b>Set requirements</b>	
Are you bringing any set of your own? <i>If yes please give brief details.</i>	

## health & safety

Will your event have any of the following?

Bad/offensive language	Yes	No
Nudity	Yes	No
Smoke effects	Yes	No
Dry Ice or low lying fog effect	Yes	No
Pyrotechnics	Yes	No
Fire arms	Yes	No
Gunshots sound effects	Yes	No
Naked flame	Yes	No
Smoking on stage	Yes	No
Strobe lighting	Yes	No
If yes to any of the above please give details below or attach separately:		

We may need to seek prior authorisation from our licensing authority in order to use some of the above. Please do not assume that any of the above can be included in your event until you have consulted with the Technical Team.

## declaration

I have read, understood and agree to

- Venue Booking Pack including the
  - Application process and
  - Costs and Inclusions of Hire
  - Hire Terms & Conditions
- Fire Safety policy and Emergency Evacuation Plan

I consent to having GDST (Enterprises) Ltd collect and process the data supplied in this form.

Name

Signed

Position

Authorised to sign on behalf of

Date