

the



LESLIE SMITH DRIVE, FAVERSHAM

Application to Hire

Please read our Terms and Conditions of Hire before completing.

Name of Organisation:			
Contact Name:			
Address for Correspondence:			
Telephone No.:			
Mobile No.:			
Email Address:			
Event Details			
Description of Event:			
Hire Dates/Times	Date(s)	Start Time	End Time
Auditions:			
Rehearsals:			
Performances (cast/crew arrival times)			

	Doors Open	Start Time	End Time
For performances please indicate doors open and performance start and end times:			
No. of people involved in the event (e.g. cast, crew, attendees)			
Will you be using a smoke machine/naked flame or similar device?			

Do you wish the Arden to provide:	
Front of House Staff:	
Licenced Bar:	

Please give details of your public liability insurance:	
Insurer:	
Policy Number:	
Amount of Cover:	

Hire Fees			
	Cost	Number	Total Cost
Events <u>without</u> music:	£70		
Events <u>with</u> music:	£110		
Rehearsals:	£30		
Meetings:	£30		
Technical Assistance:	£10 per hour		
	Total Payable:		

- I have read and fully accept the Terms and Conditions of Hire of the Arden Theatre.
- I enclose a cheque for the Total Payable detailed above.
- I enclose a separate cheque for £100 as a damages deposit (refundable after the booking).

Please make cheques payable to **Arden Theatre Group**.

Name:	
Signature:	

Important Notes

Please note that the Arden Theatre is run on a purely voluntary basis, with no employed staff. Theatre members will always do their best to assist hirers but do not undertake to construct sets or to provide special lighting rigs. A site visit is always recommended before hiring.

No booking is confirmed until the completed booking form and payment has been received by the Arden Theatre Group. Provisional bookings will be held for a maximum of one month.

When requested, volunteer Front of House staff will be provided by the Arden Theatre Group whenever possible. In the event that this is not possible, the Hirer will be made aware of Safety Procedures at the theatre.

The Arden Theatre needs to be satisfied as to the competence of the Hirer's technical/lighting staff. An additional charge may be made if the Arden considers it necessary to provide our own team.

It is a requirement of hire that, if young people under the age of 16 are involved in a production or performance, the hirer will have followed KCC Licensing requirements for Safeguarding of Children or have obtained a Certificate of Exemption. For further information contact – Rachel Henry:
 ChildEmploymentandEntertainment@Kent.gov.uk

Event Publicity

We are happy to help publicise your event to our mailing list and on our website/Facebook page. Please contact publicity@ardentheatre.co.uk for more information.