

## APPLICATION FOR THEATRE HIRE

Please read our Terms and Conditions  
prior to completion of this form. Thank you.

Event TITLE	
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Name of Organisation	
Contact Name	
Email Address	
Mobile Number	
Correspondence Address	

Brief Description Of Your Event - make it exciting!	
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### PERFORMANCE SCHEDULE

	DATE(s)	CAST & CREW TIME IN	DOORS OPEN	APPX TIME OUT
1				
2				
3				
4				

### PRE-PERFORMANCE

	DATE(s)	TIME IN	TIME OUT
AUDITION(s) If applicable			
REHEARSAL PERIOD Preferred Day(s) If applicable			
THE GET-IN			
THE GET-OUT			

**THE DETAIL**

How many people are involved in your event? Cast and Crew. *See notes below	CAST	CREW	UNDER 17s
<p><b>Sound &amp; Lighting</b></p> <p>The Arden supplies a Technician for familiarisation. However, you are expected to have your own for your rehearsals &amp; performances.</p> <p>Should you not have your own technician, the Arden Sound/Lighting Technician can be available for your production. The fee is £10 an hour.</p> <p>Technician required for production @£10/hr?</p>			
Details of your Tech Crew's Experience			
Name of Techie			
Contact Mobile			
Will you be using a smoke machine / naked flames / firing weapons / pyrotechnics - that may set-off the alarm?		Please specify.	
Will you be bringing a set?			
Would you like The Arden Theatre to provide LICENCED BAR and/or Front of House staff? No fees involved.	Bar	Front of House	

## PUBLICITY & TICKETING

Author/Playwright (if applicable)	
Necessary Acknowledgments <i>ie Samuel French</i>	
Full Description of Event (For The Arden Website)  Please also send advertising material description/images/flyers/posters	
Ticket Price (s)	Standard      £
	Concession      £
Online Booking URL	www.
Number of tickets allocated for online bookings (Fee applicable)	
Box Office Location (eg: Carters)	
Box Office Telephone (External hirers only)	

### INSURANCE

<b>Your Insurance Company</b>	
<b>Your Policy Number</b>	
<b>Amount Cover</b>	

## **IMPORTANT**

Please read our [Terms and Conditions](#) attached to this document. This form should be completed and returned to [bookings@theardentheatre.co.uk](mailto:bookings@theardentheatre.co.uk) well in advance of your intended period of hire.

A production meeting will be organised for you to view the theatre / discuss your requirements and meet our relevant volunteer staff. It is advised that the Director and a member of your technical crew attend. Any special requirements or requests should be aired at this meeting. The Arden Theatre will contact you to arrange this meeting.

\*Should young people be involved in your event (17 and under), you will need to follow KCC Licensing requirements for [Safeguarding of Children](#) or have obtained a certificate of exemption. [ChildEmploymentandEntertainment@kent.gov.uk](mailto:ChildEmploymentandEntertainment@kent.gov.uk)  
The above Hirer must demonstrate that their staff has DBS checks in place for working with young people aged 17 and under.

The Reservation Deposit is only refundable according to the policy detailed below.

## **PUBLICITY**

The Arden Theatre will publicise your event using our mailing list and will add the production to both our website and Facebook page. We strongly recommend you undertake extensive publicity for your event and can recommend the following local websites as a good starting point:

[www.faversham.org](http://www.faversham.org)

<https://www.visit-swale.co.uk/whats-on/>

<https://kentattractions.co.uk/>

<http://www.visitsoutheastengland.com/places-to-visit/kent>

<b>THE ARDEN THEATRE GROUP FEES</b>				
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		FEE	NUMBER x	TOTAL =
Events WITHOUT Music	Performance	<b>£70</b>		
Events WITH Music	Performance	<b>£110</b>		
Meetings/Auditions/Rehearsals	Theatre space per hour including Foyer	<b>£12</b>		
Meetings/Auditions/Rehearsals	Main Foyer space only per hour	<b>£7</b>		
Online ticket handling	Per Performance	<b>£12</b>		
Technical Assistance	per hour	<b>£10</b>		
			Total Payable	£
			+	
			Reservation Deposit Paid	£100
			-	
			Due	= £

I have read and fully accept the Terms and Conditions.

I have paid, online, the Deposit of £100 to The Arden Theatre Group – I understand the deposit to be refundable according to refund policy, below, and accept that any damage or breakages, attributed to my hire, shall be invoiced to me directly. The balance of payment due shall be credited to the following account seven days before the first date of booking.

Reservation Deposit Refunds Policy – 100% refund 3 months prior to event date - 50% refund 2 month prior to event date – less than 2 months, no refund.  
 Receipt of the deposit will be acknowledged and will secure your booking detailed above.

**Account Name - The Arden Theatre Group - Account 32708572 - Sort Code 560051**  
**Bank Nat West - REF:- (Your Event and Name)**

Name of signatory (this must be the same as overleaf)	
Digital Signature	
Date	

Please return the completed form to [bookings@ardentheatre.co.uk](mailto:bookings@ardentheatre.co.uk)

BOOKINGS CONTACT NUMBER 01227 730177  
 THANK YOU FOR YOUR INTEREST IN THE ARDEN THEATRE WE WILL ENSURE YOUR  
 TIME WITH US IS PLEASURABLE.