

**Booking Form For The Hire Of Camberley Theatre Auditorium**

**About You**

|  |  |
| --- | --- |
| Contact Name |  |
| Company Name |  |
| Company VAT Number |  |
| Address |  |
| Phone Number |  |
| Mobile Number |  |
| Email |  |
| Event Title |  |
| Event Description |  |
| Event Weblinks and Social Media links |  |
| Size of company (performers and crew) |  |

**About Your Booking**

*Please note hire charges apply for set up and set down of event.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Arrival Time** | **Start Time** | **Finish Time** |
|  |  |  |  |
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*Which room are you looking to hire? (Tick all that apply)*

|  |  |
| --- | --- |
| Auditorium |  |
| Function Room |  |
| Conference Room |  |
| Studio |  |

|  |  |
| --- | --- |
| Performance Start Time |  |
| Performance Finish Time |  |
| Interval Time |  |
| Total Cast Numbers |  |
| Number of Cast under 18 |  |
| Programme Sellers? (We charge 15% commission if we sell at Box Office or the Bar) |  |

**Technical**

*We can offer a wide range of additional services and equipment to support your function or event.   
Additional charges apply for technical equipment.* You must have a technical meeting at least 6 weeks prior to your event. Please email [Nick.Duncan@surreyheath.gov.uk](mailto:Nick.Duncan@surreyheath.gov.uk) to arrange this.

*If you are supplying your own technical equipment please ensure these are PAT tested and up-to-date.*

|  |  |
| --- | --- |
| Technical Contact Name |  |
| Technical Contact Number |  |
| Technical Contact Email |  |
| Layout of Seating  (Please refer to the seating plan and state if any rows need to be removed) | Theatre Style Cabaret  Standing |
| What Tech crew do you need us to provide? N.B *A stage manager plus one additional crew is included in your hire.* Please indicate which crew you need.  Additional technicians are charged at £18+VAT per hour | Sound Operator Lighting Operator Follow Spot Operator |

**Tickets**

For Box Office services and fees please refer to our *Box Office Information Pack*. Hirers must use our professional Box Office for the sale of tickets.

Please detail the ticket prices and concession types (if any)

|  |  |
| --- | --- |
| **Ticket Type** | **Ticket Price** |
| Full Price (adult) |  |
| Concessions |  |
| Students |  |
| Family (2 A, 2 C) |  |
| Other (please specify) |  |

When do you want these to go on sale?

|  |
| --- |
| Please supply a short description of your event to be used on our website. (100 words) |

Please supply any further information about your event below:

**Please supply name and full contact details of the person who should receive the invoice if different from that given above.**

*Please be advised that*

1. Camberley Theatre (known after as The Theatre) reserves the right to refuse a booking for any reason, at any stage of the booking, and to terminate the rental as a result of any breach of the terms and conditions.
2. We recommend you contact the Theatre to arrange a tour of the venue before committing to hire the facilities.
3. The maximum number of persons to be admitted for any event must not exceed 400 (seated), 200 (cabaret) or 520 (standing). Capacity is reduced if an orchestra pit or if a mixing position is needed.
4. All hirers should supply a Risk Assessment and copy of their Public Liability with this form.
5. Hirers should ensure that the stage, backstage areas and dressing rooms are left clean and tidy after use and any damages are reported immediately to the Theatre.
6. All hirers of the Theatre are required to use our Box Office for their ticketing.
7. A non-refundable deposit of £500 may be required to confirm your booking.
8. Technical, Box Office and Marketing contacts are supplied in your contract.
9. Please ensure you have read the Box Office and Ticketing Information, Guidance For Hirers and Terms and Conditions documents. These are available from our website.

*In signing this form you agree to the above points 1-9 and the Terms and Conditions in the Hirers Information Pack which is available* [*https://www.camberleytheatre.co.uk/new/hire-us/backstage-information*](https://www.camberleytheatre.co.uk/new/hire-us/backstage-information)

**Signed by the hirer/ visiting company  
  
Signature**

**Name Date**