

HIRE RATES

PER HOUR

	(enter total hours)				TOTAL AMOUNT
Auditorium, Stage & Foyer	<input type="text"/>	x	£ 25.00 =		<input type="text"/>
Green Room & Foyer	<input type="text"/>	x	£ 22.00 =		<input type="text"/>
Green Room Only	<input type="text"/>	x	£ 16.00 =		<input type="text"/>
Foyer Only	<input type="text"/>	x	£ 15.00 =		<input type="text"/>

PER DAY

	(enter total days)				
Theatre - all areas (multiple day rates available on request)	<input type="text"/>	x	£ 150.00 =		<input type="text"/>

EQUIPMENT AND TECHNICIANS (per event)

Use of Stage Lighting & Sound Equipment (when available)	£ 20.00	<input type="text"/>
Use of Projectionist & Projection Equipment (when available)	£ 22.00	<input type="text"/>

FILMS (rates include projectionist, hire of auditorium & foyer)

for film showing max 2.5 hours £77.00 + £100 licence fee	<input type="text"/>
for film showing max 5 hours £110.00 + £200 licence fee	<input type="text"/>
PRS Playing of music at this hire where PRS charges apply £40.00	<input type="text"/>

BAR REQUIRED

YES / NO

TOTAL COST OF HIRE

TOTAL DEPOSIT ENCLOSED WITH THIS FORM
(£10 Or 10% whichever is higher)

PAYMENT OF ALL PRINTING CHARGES IS REQUIRED AT TIME OF BOOKING
PAYMENT OF ANY BALANCE IS REQUIRED BEFORE THE EVENT COMMENCES

Please ensure you read the Terms and Conditions.
The Old Well Theatre Trust reserve the right to alter these Terms & Conditions and prices as necessary Jan 2015



Scottish Charity No. SCO12701

Old Well Theatre, Old Well Road,
Moffat, Dumfries & Galloway
DG10 9AP
www.oldwelltheatre.co.uk

APPLICATION TO
THE OLD WELL THEATRE TRUST
FOR USE OF THE OLD WELL THEATRE

Name of person making application:

Address of person making application:

Telephone number: _____

Email address: _____

Name of organisation/Registered charity name requiring premises:

Address of organisation/Registered charity address requiring premises:

Telephone number: _____

Registered charity number: _____
(if applicable)

Purpose, use or event:

Date/s: _____

Times: _____
(please indicate full amount of time required in the theatre)

TERMS AND CONDITIONS

1. All hires will be at the discretion of the Old Well Theatre Advisory committee and the Old Well Theatre Trustees.
2. The Old Well Theatre will be available for use one hour before the agreed start of let for preparation and closed one hour after the agreed end of let for clearing. Any extra time outside of the agreed period will incur an extra charge for use of facilities.
3. The Old Well Theatre Trust supply either stage working lights (F.O.C) or general stage lighting at costs as stated. General stage lighting will be raised at the beginning of the event and lowered at the end of the event by theatre personnel only.
4. If the hirer of the Old Well Theatre requires further technical features they must supply their own equipment and technician. The details of the equipment must be supplied to the theatre in advance and approved by them to avoid invalidating the Theatre's insurance. In certain cases a full risk assessment may be required.
5. Any use of theatre props must be discussed and agreed with the appropriate theatre personnel.
6. Any or All items agreed for your use by theatre personnel must be replaced to their original position/s unless agreed otherwise.
7. You must have prior permission from the Old Well Theatre Trust to sell any product at this event.

8. Bar facilities: Alcohol can only be sold subject to the restrictions of the licensing laws. Operation of the Old Well Theatre bar can only be conducted by Old Well Theatre licensed staff using Old Well Theatre supplies. Alcohol can not be given freely at public events.
9. Film showing during private hire: The hirer is required to pay the cost of the Single Title Screening Licence. The cost of the licence must be paid at time of booking and is non refundable within 3 days of the screening. It is also a requirement to supply the title of the film at booking, a confirmation email will be sent once the licence has been approved. The hirer must supply a copy of the film on Blu-Ray or DVD one week prior to the screening.
10. Discounted rates are available for registered charities and members of the Old Well Theatre Trust at the discretion of the Old Well Theatre Trustees.
11. A deposit of £10 or 10% (whichever is higher) must be paid at the time of booking. This deposit is refundable until 14 days before the event date. The balance of the hire must be paid before the event commences.

I _____

confirm all information entered to be correct and agree to all conditions and requirements herein

Signed

Date _____

Please make cheques payable to: **Old Well Theatre Trust**

Return to : **Old Well Theatre Trust, C/O Dye Mill Cottage,
Sidmount Avenue, Moffat, Dumfries & Galloway DG10 9BS
Telephone: 01683 220681 or email: hire@oldwelltheatre.co.uk**