

SPINNEY THEATRE

BOOKING FORM

Please return this form along with your deposit within 28 days to confirm your booking.

(Provisional booking will be held for 28 days)

The cost of your event depends on the information given here. Please be realistic about the information you provide. The balance of hiring charges shall be payable **two weeks** before the event. If the payment is not received by Theatre Management by this date, the hiring will be summarily cancelled and the deposit forfeited. Please note it is the hirers' responsibility to provide proof of first aid for your event. All charges are subject to VAT.

Contact Details

Name:

Name of person/company to be invoiced:

Address:

Preferred Telephone:

Secondary Telephone:

Email:

Event Details

Name of event:

Name of Performing Group (please state age group of performers):

Dates required (to be agreed in advance):

Please give a brief description of event:

Timings

Access time: :
(From 5pm weekdays / 8am weekends)

Foyer doors open to audience: :

Performances start time: :

Interval: YES / NO

Length of interval:

Act two approximate start time: :

Performances end time: :

Departure time: :
(No later than 11.30pm)

Please note: It is important to be realistic about your pack down times. If staff have to stay later than expected to accommodate you, an additional charge will be made as stated in our hire charges.

Layout

(please circle)

Please see full descriptions, capacity and seating plans in the theatre booklet.

Full	Dance	Moat	Pit
Small House	Balcony	Runway	

Additional Requirements

Please see charges section in theatre booklet.

Additional Technician(s) / Crew

Additional Room(s)

PA4 Dance Studio YES / NO
(To be used as rehearsal space, not dressing room)

Shower Room YES / NO

Additional Requirements Continued

Tuning of piano	YES / NO
Coffee Bar manned by hirer	YES / NO
Coffee bar manned by theatre staff	YES / NO

Ticket Information

If Applicable

Bookings/Box Office Contact Name:

Bookings/ Box Office Contact Number:

Bookings/ Box Office Contact email:

Ticket Prices:

Website information

Please include any additional information you would like us to put on our website. Please ask for an email address if you wish to have images uploaded.

A DEPOSIT OF £150 ex VAT IS REQUIRED WITH ALL BOOKINGS

This deposit will be deducted from the final invoice. Please refer to section 2 of the conditions of hiring. Please refer to sections 32 and 33 of the Conditions of Hiring for details of conditions and charges relating to cancellation.

I have read and accept the conditions and charges of hire:

Signed:

Date:

Position:

Please note: No contract exists between yourself and Northampton School for Girls until we have received your booking form with deposit and it has been confirmed by a member of theatre staff.

SPINNEY THEATRE

TECHNICAL REQUIREMENTS

Please give a general description of what will be required:

Radio Microphones.

Please state how many:

Hand held microphone (4 Available)

Belt pack microphone (12 available)

8 available when 4 Hand Held being used

Stage equipment required.

Please state how many:

Tables

Chairs

Cyclorama (white back drop) YES / NO

Rostra / Staging YES / NO

-Please provide rough diagram and discuss with
Theatre Manager at time of booking.

Audio/Visual Equipment

Projection YES / NO

Fold Back (Monitors) YES / NO

Audio Input YES / NO

-Please state the location you require this to be.

Stage Management.

Desk with stage monitor feed YES / NO

Comms System YES / NO

Lighting

Show lighting is included in hire of theatre. Our current rig features a full LED (RGBAWUV) wash overhead, and ETC SourceFour Zoom and Junior Profiles front of house. Some generic and other lighting fixtures may be available on request with sufficient notice.

LED Side Lighting YES / NO

Follow Spots manned by hirer YES / NO

- No fee for using the follow spots if being operated by your own staff.
This must be discussed with the Theatre Manager beforehand.

Follow Spots manned by theatre YES / NO

- Operators will be present from one hour before the performance start time.
- If the performance is over 3 hours including a 20 minute interval, additional charges will occur at £16 per hour per person
-(If you wish to use your own lighting technicians a meeting will be needed to ensure your technicians can use our equipment safely and professionally. This will need to be arranged at least two weeks prior to performance/rehearsal).

Smoke/Haze/Pyrotechnic Effects YES / NO

-Please discuss these with theatre technical staff at time of booking.

Foyer

Display monitors YES / NO

-For advertising/presentation etc...

Trestle Tables YES / NO

-For raffles, promotion, etc...
-Four in total

Listed above are our most requested items. You can find details of other equipment and services we provide in our information booklet. Please let us know of any additional requirements you need.

For more information or for help with any queries
please email spinneytheatre@nsg.northants.sch.uk