

Booking Form

This booking form may be completed electronically or may be printed and returned to us.

The first part of this form must be completed and returned with your deposit in order to confirm your booking. The rest of this form may be completed at a later date but must be completed prior to your event going on sale. Please complete as much of part 2 as you can when submitting your booking form.

Event Details				
Name of Organisation:				
Type of Event:		Name of Event:		
Your Details				
Full Name:			Position:	
Address:				
Telephone:			Mobile:	
Email Address:				
Areas Required				
Room	Room Information			Required
Dressing Rooms 1, 2 & 3	Main dressing rooms holding a maximum of 18 people. These rooms are fitted with sinks and lit mirrors.			<input type="checkbox"/>
Gallery*	Additional dressing room on 1 st floor holding a maximum of 40 people.			<input type="checkbox"/>
Alexander*	Additional dressing room on ground floor holding a maximum of 64 people. This room is able to be connected to the Wilding Room by opening a moveable wall.			<input type="checkbox"/>
Wilding*	Additional dressing room on the ground floor holding a maximum of 36 people. This room is able to be connected to the Alexander Room by opening a moveable wall.			<input type="checkbox"/>
Fetherstone*	Additional dressing room on the ground floor holding a maximum of 49 people.			<input type="checkbox"/>
<i>Rooms with '*' incur an additional charge.</i>				
Booking Times				
Date	Start Time	End Time	Show Time(s)	Dressing Rooms
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
Deposit Information				
A non-refundable deposit of £600.00 or 50% of the hire cost is required to confirm and secure this booking.				
Deposits are payable using the following methods: BACS: Royal Bank of Scotland Account Number: 10118145 Sort Code: 16-30-24 Credit/Debit Card Payments: in person or call 01707 645005 Cash: Please visit us in person				
Please send notification of payment to account.sales@inspireall.com quoting your customer code or organisation name as the reference.				

Part 2

Seating Layout		
Capacity	Information	Select One
420 Seats	No stage extension and no orchestra in front of the stage. This seating layout includes 3 rows of flat floor seats.	<input type="checkbox"/>
377 Seats	A 4ft stage extension with no orchestra in front of the stage. This seating layout includes 1 row of flat floor seats	<input type="checkbox"/>
If you require anything other than our normal raked seating please give details below and discuss with a member of the team. Should you wish to discuss seating layouts further please book to visit us and we can explain different seating layouts in more detail.		
Marketing		
How would you like your tickets to be sold	Wyllyotts' Box Office <input type="checkbox"/>	
	Hirer's Box Office <input type="checkbox"/>	
	Joint Box Office <input type="checkbox"/>	
For use of Wyllyotts' Box Office and internet booking system there is a charge of 8% of the net value of the tickets sold plus VAT. We also add a £1 internal levy to the price of each ticket instead of a booking fee. Wyllyotts keeps this levy.		
Do you require a set of tickets to be printed with the performance dates, times, show titles and seat numbers? These tickets will not show a price. <i>*These are produced at a cost to the hirer.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>*Do you wish to be included in the Wyllyotts Theatre Brochure? Price, space and availability and copy deadlines available on application to the Marketing Manager.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other		
Do you have the following documentation in place and up to date?		
Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Appropriate Staff DBS Checks	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Adequate Risk Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>	
License to perform show	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
All of the documentation listed above must be sent to us a minimum of 14 days prior to your booking.		
Front of House & Ushers		
Wyllyotts Theatre MUST supply a minimum of 2 ushers for all hires of the main hall. For an audience of more than 200 people 3 ushers are required. The cost of Front of House support and ushers will be quoted for on your quote.		
Additional Information		
<i>Please include any information regarding specific timings or room set ups.</i>		

Payment Terms

The balance of payment is due 14 days prior to your event.
All changes to your booking must be confirmed in writing and changes are cannot be made within 14 days of your event.

Our Contact Details

Admin: 01707 660067
Box Office: 01707 645005

Hall Bookings	Ginny Williams	Theatre Manager	Ginny.williams@inspireall.com
Technical	Harry Donohoe	Technical Manager	Harry.donohoe@inspireall.com
Marketing	Debbie Wiltshire	Marketing & Box Office Manager	Debbie.wiltshire@inspireall.com
Admin & Payments	Sue Ginter	Admin Assistant	Sue.ginter@inspireall.com

Agreement

Based on the information you have provided us above, a formal quotation will be calculated.
Any changes to this specification must be made in writing and may affect the final cost of your hire.
We recommend that you hold a production meeting with our Technical Manager to discuss your technical requirements as this may affect the cost of your booking.

By signing this form you agree the following:

- That you have read and agree to adhere to the Conditions and Terms of Hire as set out below.
- To any additional charges that you may incur by breaching our Conditions and Terms of Hire.
- That the information provided above is entirely accurate and how you would like your event to be organised and put on sale at the appropriate time.
- That the full balance of payment is due 14 days in advance of the booking and that changes are unable to be made after that point.

Signed:

Print Name:

Date:

Conditions and Terms of Hire

Introduction

- The following terms and conditions 'henceforth known as 'conditions', 'terms' or any derivation thereof listed below form the basis of the contract between the Hirer and InspireAll 'also referred to as 'Wyllyotts Theatre.'
- These are subject to change at any time. Should you have any queries regarding our terms and conditions please do not hesitate to contact a member of the team.
- Please ensure all contractors (Designers, Stage Management, Technicians or any other members of your Production Team) receive a copy of these terms and conditions. The individual whose name appears on the booking form accepts responsibility for the actions of Contractors, performers and staff who are involved in the event at Wyllyotts Theatre on the date of hire.
- Any breach of the terms and conditions as set out below constitutes a violation of your booking contract and can result in additional charges and/or cancellation.

Fire Policy

- Artificial smoke, haze, snow, flame machines, pyrotechnics and any other effects are not permitted anywhere in the building other than on stage or in the auditorium. Further information on effects can be found under Effects within Technical
- Cooking is not permitted in the building other than in our kitchen. Access to the kitchen is strictly limited to InspireAll employees only. Food may be served in the area that your booking takes place.
- All fire exits and escape routes must be left clear at all times. The Manager on duty reserves the right to suspend or cancel any event until all obstructions have been cleared.
- The use of naked flames is strictly prohibited at all times, including those from a candle/sparkler unless agreed in advance with the Technical Manager. The Manager or Technician on duty reserves the right to suspend any event or function at any time should an issue arise. The Manager or Technician on duty will decide when/if to resume the event if they are satisfied that it is safe to do so in line with InspireAll's health and safety policies.
- The Hall has a maximum capacity of 399 people (including technicians, ushers and other persons in the room). (Main Auditorium: 330. Balcony: 69) Failure to comply will result in the suspension of event by the Manager on duty and will only be resumed when safe to do so.
- The stage and backstage areas have a maximum capacity of 65 people. Failure to comply will result in the suspension of event by the Manager or Technician on duty and will only be resumed when safe to do so.
- Smoking is not permitted in any part of the building. Smoking on stage may be permitted if permission is sought a minimum of 2 months in advance by the Technical Manager.
- Wyllyotts Theatre will provide, in compliance with Licensing Regulations, 'Fireman'/Stage Hand who will be present on stage for the duration of the performance/event.
- All scenery, cloths, draperies, curtains, decorations, etc. shall be rendered non-flammable, preferably in the process of manufacture. Flammable material will not be permitted on stage at any time. Plywood and other thin wood shall not be used in conjunction with scenery except in accordance with such conditions as may be imposed by the Council.

Decorations

- Helium Balloons must be tied down at all times. Any cost incurred to Wyllyotts in having to remove balloons from the ceiling will be charged to the Hirer.
- The use of any type (including hand held and cannon devices) of confetti is prohibited in the Alexander, Wilding, Fetherstone Rooms or the Gallery. For information on confetti in the hall: see Effects under Technical.

Payments, Deposits & Cancellations

- Full payment must be made at least 14 days before the hire date including any deposit payments, InspireAll reserve the right to cancel or amend any unpaid bookings or reservations at any time.
- InspireAll reserves the right to cancel any booking without liability on its part in the event of damage or destruction to Wyllyotts Theatre by fire or any other causes beyond its control, which shall prevent it from performing its obligations in connection with any booking.
- Cancellations by hirers, after payment has been made and booking form received must be made in writing and may be subject to charge.
- The initial deposit is non-refundable, this is then deducted from your balance prior to final or additional payment.

Equipment

- We have various sizes of wooden fold out rectangular tables; we are unable to provide table cloths or table covers.
- We have 10 x 5ft wooden fold out circular tables; we are unable to provide table cloths or table covers unless booked in advance with the Food and Beverage Manager.
- Any cosmetic or physical damage to tables will result a charge to the client. Table cloths can be hired in arrangement with the Food and Beverage Manager.
- We are able to supply **X** Red padded chairs. Our team will assist in setting out the area as required, please specify on your booking form in advance.
- We are unable to guarantee the availability of any of the equipment listed above due to damage or other use. Equipment may be utilised in other areas of the building and is distributed on a first come first served basis.

Arrival, Departure & Preparation Time

- Please clearly specify the requested booking time on your booking form, the venue is chargeable from the time setting up of your event until all guests, staff, equipment and personal belongings have been removed.
- The hirer will not be allowed access earlier than the allocated time unless agreed in advance which will be subject to additional charges.
- The hirer may not have equipment/furniture/catering or similar delivered to site any sooner than the agreed booking start time.
- The hirer may not leave equipment on site for collection at a later time or date unless agreed in advance which may be subject to additional charges and storage costs.
- The hirer agrees that all audience members, contractors and staff will have vacated the premises by the time specified on the booking form. Hirers will be charged for any additional time in the venue. Charges may be higher than quoted for hours outside of your booking time.

Parking

- There is no free parking on site at Wylllyotts Theatre other than on our gridded area. This area may be used for loading and unloading. Vehicles are not permitted to be parked here at any time other than for the purposes of loading. Unauthorised vehicles parked on the gridded area may result in cancellation of the event due to the blocking of fire escapes.
- Failure to vacate the gridded parking area or loading bay on request may result in the Manager on Duty suspending your event.
- Parking in a non-designated space to load and unload vehicles (subsequently blocking fire exits) will result in your event being suspended immediately.

Technical

General

- **Nothing will be rigged or set up until the start of your booking time as requested on this form.**
- Should you require anything rigging in advance of your arrival please advise well in advance so quotations can be made for this. If you do not then all set ups will take place during your booking times on this form and nothing will be set up specifically for your show before this time.
- Although we try to maintain an up to date inventory of our equipment we are unable to guarantee the availability or functionality of our equipment. Wylllyotts Theatre will not be able to hire in additional equipment to substitute this unless an additional hire charge is already being paid for by the hirer. (This applies to items such as effects, lighting, sound, audio-visual or stage equipment).
- Damage to the stage including those from loose screws on tap shoes will be charged to the client.
- If painting the stage; only Dulux, Leyland or Flints paint may be used. Painting the stage is only permitted if agreed in advance by the Technical Manager.
- You are responsible for painting the stage after your event although we will provide paint and painting equipment for this. You will be charged by the 5L tin of paint.
- All electrical equipment brought in to Wylllyotts Theatre must be 'Portable Appliance Tested' (P.A.T.) at the Hirer's cost. Equipment not meeting this requirement will be removed from the premises.
- Wylllyotts Theatre requires the hirer to submit all paperwork (including risk assessment and safe system of work) with the notice stated above. Should you require assistance with this please contact the Technical Manager.
- The Hirer must ensure all staff and volunteers have appropriate DBS checks as required by the local authorities.
- The Hirer must have appropriate insurance(s) that must be provided to us as proof a minimum of 7 days in advance of the event.

Staffing

- The Technical Manager supervises and advises hirers on the use of lighting, sound and stage requirements. Wylllyotts Theatre staff are responsible for the operation of all theatre equipment, and the Hirer may only use equipment under the authority and supervision of the Technical Manager or a delegated representative.
- The Hirer may supply competent volunteers to assist with an event, who will be responsible at all times to the Technical Manager or a delegate representative. Any volunteer judged not to be competent by the Technical Manager will not be allowed to assist and may be asked to leave the areas under the Technical Managers control.
- The Technical Manager shall determine the staffing level required for the event in line with legal requirements and InspireAll's Health and Safety Policies. Where the Hirer has failed to provide the agreed number of volunteers, the Technical Manager shall have absolute discretion to (a) terminate the event, or (b) supply Wylllyotts Theatre Technical Staff at an additional cost to the Hirer.
- The Hirer must discuss technical needs with the Technical Manager well before the hiring, and return the Technical and Staging Requirements form as specified. No technical service can be provided unless these discussions have taken place.
- The Hirer is not permitted to work on stage or within the auditorium unless the Technical Manager or a representative of are present.

Booking Form

Equipment Hire

- Wyllyotts Theatre Technicians will only operate equipment hired through the Technical Manager. Wyllyotts Theatre are unable to operate any equipment that has not been booked through the Technical Department.
- Any equipment hired through Wyllyotts Theatre will be charged on to the customer at full price. Once equipment has been confirmed the full amount will be charged on to the customer with invoice.
- Equipment may be added to your booking up until 14 days before your event. Equipment is unable to be added after this date.
- A baby grand and an upright piano are available to hire, which will be tuned at the request of the Hirer, at the Hirers cost.
- All equipment within Wyllyotts Theatre must not be moved without the consent of the Technical Manager.
- Hirers who wish to use lighting, sound or other equipment not provided by Wyllyotts Theatre must have the authorisation of the Technical Manager. The Hirer shall pay the cost of provision, installation of any such equipment to the complete satisfaction of the Technical Manager.

Sound

- Wyllyotts Theatre are able to provide equipment and an operator that will operate sound for your event with prior arrangement with the Technical Manager.
- All media such as music, backing tracks or other must be provided to the technical department a minimum of 14 days before your event. Changes will not be made after this date. Any changes made at a later date may incur further charges.
- Additional sound equipment for live performances is subject to additional charges. You will also require a member of our trained technical staff to set this up and assist with any operation.

Digital Cinema

- Wyllyotts Theatre has a fully functioning digital cinema. This is available for hire and may only be operated by a Wyllyotts Technician. This takes time to set up and operate. Control of this is by our equipment only.
- Images and videos must be provided to us in a standard format for playback. This is controlled by an Apple Mac Mini that is only operated by Wyllyotts Technicians from the sound control position. Alternatively for cinema screenings a DCP may be provided to us 14 days in advance for testing.
- All media such as images, videos or other must be provided to the technical department a minimum of two weeks before your event. Changes will not be made after this date. Any changes made at a later date will incur further charges.
- For private cinema parties we are able to playback Blu-Ray and DVD's – this must be supplied a minimum of 7 days in advance for testing.

Effects

- Confetti is only permitted in the auditorium and stage areas. 'Glitter' or 'Metallic' confetti is not permitted at any time. Use of this will incur additional cost.
- For the use of pyrotechnics, smoke, fire arms, strobe lighting or any other special effects Wyllyotts requires a minimum of 28 days' notice provided to us in writing in order for your request to be granted.
- Dry ice is not permitted on site.
- Wyllyotts Theatre reserves the right to refuse the use of any special effects, rigging electrical equipment and access equipment should you be unable to provide adequate risk assessment, safe system of work and certificates.
- All rigging is to be carried out by Wyllyotts Technicians only.

Dressing Rooms

- Dressing rooms are available from the start of your booking time. Should you wish to access the dressing rooms prior to the start of your booking you will be charged.
- Failure to leave the dressing rooms in a reasonably tidy state you will be charged at the discretion of the Duty Technician and/or the Manager on duty.
- Dressing rooms include the booking of the hall and failure to leave the dressing rooms at the end of the booking will be charged to the client.
- Alcohol is not permitted or to be consumed anywhere backstage or onstage other than front of house.

The Theatre Manager and Technical Manager reserve the right to impose such further conditions which, having regard to the particular letting, it may consider necessary in the interest of public safety.

The Terms & Conditions as set out above are subject to change.