



Nairn Drama Ltd.

The Little Theatre, Nairn

enquiries@nairndrama.org.uk

www.nairndrama.org.uk

## Theatre Hire Application

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### Hirer Details

Name of hirer (group or individual) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact person (capital letters) \_\_\_\_\_

Date of Birth (*must be over 18yrs of age*) \_\_\_\_\_

Position within organisation \_\_\_\_\_

Tel. number \_\_\_\_\_

E-mail \_\_\_\_\_

### Details of Booking

Type of activity (*delete as applicable*)

Performance / Rehearsal / Film / Meeting / Party / Other (specify) \_\_\_\_\_

### Dates and times of hire

Please include time required for setup & clean-up

Date(s)	Access to Theatre Time	Event Start Time	Event Finish Time	Expected Exit Theatre Time

### Film Hire Requirements

Due to licencing conditions hirers are required to supply a valid film licence or alternatively temporarily join the drama club at the cost of **£5** per monthly membership per person minimum of two members required please complete details below if required. **It is the responsibility of the hirer to supply a valid film licence unless they are registered drama club members.**

Please register the below details as members on a temporarily basis.

Name	Date of birth	Date membership starts	Date membership ends

**Technical facilities** *(tick as required)*

Note these must usually be operated by a club member.

<input type="checkbox"/> <b>Video projector</b> This includes use of DVD player. Please supply your own laptop, if required.	<b>No charge</b>
<input type="checkbox"/> <b>Stage lighting</b> Basic open-white wash of the stage, unless otherwise agreed	<b>No charge</b>
<input type="checkbox"/> <b>PA system</b> Includes use of tape, CD, minidisk players, and various microphones	<b>No charge</b>

**Auditorium layout** *(select one of the following)*

<input type="checkbox"/> <b>Theatre style</b> 70 raked seats	<b>No charge</b>
<input type="checkbox"/> <b>Open floor</b> Raked seating retracted leaving a large open floor area in front of the stage	<b>Upon enquiry</b>

**Other facilities** *(tick as required)*

<input type="checkbox"/> <b>Event Staffing (Coffee/Wine bar assistance)</b> Specify the number of Assistants required: .	<b>No charge</b>
<input type="checkbox"/> <b>Teas &amp; Coffees</b> Served by club members from our coffee bar	<b>Added to Bill</b>
<input type="checkbox"/> <b>Teas &amp; Coffees</b> Sold by club members from our coffee bar from £1.50 per cup	<b>No charge</b>
<input type="checkbox"/> <b>Use of the Balcony Bar upstairs area</b> Useful for more foyer seating, a display or additional changing area	<b>No charge</b>
<input type="checkbox"/> <b>Use of Dressing rooms</b> Number of dressing rooms required. Delete as applicable – [One / Two]	<b>No charge</b>
<input type="checkbox"/> <b>Tables and chairs for stage</b> Specify the number of tables required:                      and number of chairs:	<b>No charge</b>

**Other requirements not covered above/wheelchair access requirements****Promotion**

Is your event open to the public? [**Yes / No**]

If you answered yes to the above, then do you wish to have it advertised on our web site and associated sites for free? [**Yes / No**]

Content for our web site should be emailed to [enquiries@nairndrama.org.uk](mailto:enquiries@nairndrama.org.uk). Please supply a short description of the event, including dates, times and ticket sales, and if possible attach a suitable picture.

**Declaration**

I wish to hire The Little Theatre as shown above for £25 per hour (plus VAT). I accept the conditions of hire and licence Statement (see following pages), and enclose the £30 Non-refundable deposit (deducted from final hire charge). (**PLEASE READ THE CONDITIONS OF HIRE CAREFULLY**)

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Cheques should be made payable to **Nairn Drama Ltd.**

Please fill in, sign and return one copy of this form with the deposit to:

**56 Loch Ave, Nairn, IV12 4TF**

If you wish to discuss any aspect of hiring the theatre, then please contact Douglas on 01667 258657 or 07722 554518. Between 15:00hrs & 20:00hrs

# Conditions of Hire

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## General

All applications for hire must be made on the appropriate form. The Hirer must not alter the nature of the event without consultation and consent of Nairn Drama Ltd.

Nairn Drama Ltd does not accept responsibility that the accommodation is suitable for the purpose hired.

The Hirer shall be solely responsible for the obtaining of any licenses, warrants, permits or insurance for activities undertaken by them during the hire and will indemnify Nairn Drama Ltd for any loss or damage which Nairn Drama Ltd may sustain by reason of any such licence, warrant, permit or insurance not being held.

Nairn Drama Ltd has general insurance cover on persons and goods, however it is for the Hirer to ensure that their property is adequately insured against all reasonable risks to which they consider it may be exposed.

## Hire Charges

Hires are chargeable at £25 per hour (plus VAT), with a minimum hire period of 2 hours, if event staffing is required an additional £5 per hour will be added to the final charge. If the event should over run a charge of £5 (plus VAT) will be charged for each 15-minute segment over run.

## Reservations

A £30 Non-refundable deposit is required prior to the hire date. Hire applications will only be valid when the deposit has been paid and the enclosed theatre application form has been completed correctly and returned. A provisional booking will be held for a maximum of four weeks in which time the booking forms and deposit must be returned. Hirers should note that the premises must only be used for the purpose stated on the theatre application form.

## Cancellation of Hire

The Hirer may cancel the Hire in writing at any time; however, the deposit is non-refunded for any cancellations.

## Access / Wheelchair Access

All bookings are subject to the times stated on the Application for Hire form. Access is not permitted prior to the agreed time. The Hirer when completing the Application for Hire Form should therefore make allowance for set up/clean up times (**30 minutes before doors open to public and 30 minutes after end of event**). If extra times are required for setting up or clearing up please specify on the application form, where wheelchair access is required we request prior notice in the Application for Hire Form if possible or at the earliest opportunity so that arrangements can be made.

## Child Protection Policy

In all cases where any of the cast are children, the hirer must ensure that adequate amounts of adults are present to maintain efficient supervision, order and safety. The hiring organisation must include a valid Child Protection Policy with their application.

## Fire, Health and Safety

The Hirer must not act or fail to act in a manner that contravenes any Health and Safety regulations. In order to comply with fire regulations, scenery and stage properties must be treated with fire retardant. No flammable spirits, explosive materials or liquid gas containers must be brought into the building without the prior written consent of Nairn Drama Ltd. All doorways etc must be left clear of obstruction. All portable electrical equipment must carry a current PAT certificate and comply with EU regulations. The Little Theatre's auditorium can seat up to 70 people, with a maximum of 100 within

the building at any time. The Hirer must ensure that all tickets sold or numbers of persons invited to the Hire does not exceed the numbers specified above. Smoking is not permitted in any part of The Little Theatre.

## **Theatre's Permanent Equipment**

The Little Theatre's permanent equipment, i.e. lighting control boards, sound system etc. may only be operated with the permission of theatre's technicians. If you provide your own Lighting / Sound Crew, then they must be suitably qualified and acceptable to the theatre's technical staff due to this no extra charge will be levied for technical assistance.

## **Condition of Building**

The Hirer shall be liable for the cost of any repair to or replacement of items or building fabric or structure necessitated through the negligent acts or omissions of the Hirer or its members. Food and drink shall only be consumed in the auditorium with prior approval of the Theatre Manager.

It is the responsibility of the Hirer to ensure that all rubbish is cleared away. Normal daily cleaning of the premises is included within the hire charge. If additional cleaning is required after the event, Nairn Drama Ltd retains the right to charge the extra cleaning to the Hirer at cost.

## **Security**

Nairn Drama Ltd accepts no responsibility in respect of loss or theft of articles from the premises. Hirers are responsible for all loss theft or damage to their own equipment or other items used in the hire.

All equipment, props, etc. must be removed from the premises at the end of the hire unless prior arrangement is made with the theatre manager.

## **Signature and Completion / Licence statement**

Signing the application form indicates your agreement to be bound by the Conditions of hire and Licence theatre act 1968. The word Hirer shall include all employees, participants and members of public involved in the hire at the invitation of the Hirer. Failure to comply with these conditions may result in the hire being cancelled without notice and Nairn Drama Ltd reserving the right not to accept any responsibility for loss, financial or otherwise, to the Hirer. **Should the hirer require clarification on any aspects regarding the hire please contact the Theatre Manager.**

**Where the licence holder hires the premises to another person or organisation that person or organisation shall appoint a person as being responsible for ensuring that the conditions of this licence are met in relation to the hire. In particular, the licence holder shall ensure that any hirer of the premises:**

- a) Is aged 18 years or over;**
- b) Signs a written undertaking to accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the licence relating to management or supervision of the event are met;**
- c) Possesses a full copy of the licence conditions for the premises (can be provided on request);**
- d) Ensures that he receives instruction and training in respect of fire precautions and evacuation procedures (will be conducted by Theatre manager at an agreed date and time);**
- e) Provides the number of attendants required by the licence and instructs them as to their responsibilities in the event of fire (may be provided by the theatre upon request).**