



Brentwood THEATRE

15 Shenfield Road Brentwood Essex CM15 8AG 01277 230833

President - The Lord Petre Chairman - Audrey Longman
Registered office - 15 Shenfield Road, Brentwood, Essex CM15 8AG
Company number 1669034 Registered Charity No. 285716 VAT Registration No. 626910929

Schedules to Hire Contract - page 1 of 3

1. The parties to this Contract are Brentwood Theatre ('we', 'us', 'the Theatre') and the Hiring Company ('you', 'the hirer') named on the Contract for Hire.

2. In return for the fee stated on your invoice, we will provide the following services:-

2.1. You will have full access to the main Theatre auditorium, the downstairs dressing rooms and bathroom facilities which will be exclusive for the period of hire specified in the Contract for Hire.

2.2 You may use all of our standard lighting rig and sound systems, subject to paragraph 5.1 below.

2.3 For an additional fee, you may hire the Front of House area for agreed usage which will be detailed in your Contract of Hire. The Front of House area is not chargeable for public performances.

2.4 For an additional fee, you may hire the upstairs dressing room for agreed usage, which will be detailed in your Contract for Hire.

2.5 We may use the Theatre and associated facilities in between your hire periods and shall endeavour to let you know in as much detail such usage.

2.6 We will provide a box office service based on the following:-

2.6.1 We will agree with you a fixed seating plan before tickets are placed on sale subject to paragraph 6.4 below.

2.6.2 You will tell us the prices to be charged for each performance, and if they are allocated (ie specifically numbered) seating.

2.6.3 Where a concessionary price is quoted, it will be provided for Senior Citizens, Children (16 and under), Students, Unemployed Persons, Disabled Persons AND their carer, and Babes in arms.

2.6.4 We will print the tickets for you within approximately 14 days of you paying your deposit.

2.6.5 You can take away all or any of the tickets to sell direct yourselves. You must return all unsold tickets to us no later than ten days before your first performance.

2.6.6 We will operate a Box Office by telephone only, Monday to Friday, 10am to 4pm.

2.6.7 We will charge the purchasers a simple ticketing fee of £1 per booking made.

2.7 As detailed in our performance license, we need one unsold seat to be reserved for one of our staff to assist audience members at each performance or where there are over 100 seats sold, we need TWO seats.

2.8 We will publicise your show in our brochure provided that you give us full show details by the dates we agree with you and will list it on our website.

2.9 On all of your literature, you should display the following information :-

Brentwood THEATRE

15 Shenfield Road Brentwood Essex CM15 8AG

Box Office 01277 200305 www.brentwood-theatre.org

The font we use is called Impact and should be styled **Brentwood THEATRE**, as above.

2.10 We can provide you with a copy of our logo as a TIF or JPEG. It may be reproduced either black or dark blue. Please ensure that the X:Y ratio remains 1:1 and that your software does not 'square off' the top of the logo.

2.11 If your posters and leaflets show our box office details correctly, we will display your literature. Ideally you should provide posters as A3 portrait, and leaflets, printed to the highest standards that you can afford.

2.12 We recommend that performances start at 8.00pm each night, 7.30pm on Sundays and weekend matinees at 3.00pm. Any variation of these times must be agreed with us prior to signing your contract.

2.13 We will make best endeavours to provide show details to local media but recommend that (with our advice) you also contact them to publicise your show

2.14 We will meet you usually not less than three months before your show to discuss your technical and other needs. If you require additional meetings with us, we reserve the right to raise an additional charge for this, to be agreed with you beforehand.

2.15 We will provide Front of House managers to oversee door sales. You will need to provide your own staff to sell programmes etc.