



# 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 2 of 3

### **3. Booking the Theatre**

- 3.1 To book the Theatre, you must contact our Production Manager to agree the dates and times of hire.
- 3.2 You will be required to pay a simple non-returnable booking fee as detailed in our Schedule of Charges to secure the agreed dates.
- 3.3 Approximately seven months before your proposed hire dates, we will arrange a meeting to discuss in detail your show and will issue you a deposit invoice for 30% of the estimated final cost (less the non-returnable fee set out in 3.2 above).
- 3.4 If you do not pay your deposit within the agreed times, we may cancel your hire without further notice.

### **4. Cancellation**

- 4.1 If you cancel your booking more than three calendar months before the first agreed hire date, you will forfeit all the deposits paid.
- 4.2 If you cancel your booking with between one and three calendar months notice, you will incur a cancellation fee of 50% of the estimated final cost as set out in the Contract for Hire.
- 4.3 If you cancel your booking with less than one calendar month's notice, you will receive an invoice for the WHOLE of your estimated final cost.
- 4.4 If we are unable to fulfil your hire period, we will return all monies paid by you without further obligation.
- 4.5 If you breach any terms of this contract, we will consider the booking as cancelled and you will be charged in accordance with 4.1 OR 4.2 OR 4.3 above depending on when the breach occurs.

### **5. Technical requirements**

- 5.1 You may use all of our standard lighting rig and sound systems, provided that you use competent (as decided at the sole discretion of the Theatre's Production Manager or Administrator) technicians.
- 5.2 Our Production Manager can provide upon request a full list of the equipment available.
- 5.3 Some specialist equipment such as our video projector is available for which you will need to pay an agreed fee.
- 5.4 If you bring in any additional electrical items (including but not exclusively 'theatre lights', sound systems or electrical props) you must arrange for them to be Portable Appliance Tested to comply with Health and Safety regulations.
- 5.5 You will provide a written design of your set and lighting plan to us at least six weeks prior to your get-in date. We will let you know within two weeks if there is anything that we consider needs to be clarified and/or changed to meet safety requirements.
- 5.6 You must ensure that all equipment (including but not exclusively scenery, props and costumes) meets current safety legislation. Any queries must be raised with the Theatre's Production Manager.
- 5.7 We will provide a competent Duty Manager to supervise all of your hire periods. You must comply with any reasonable request from the Duty Manager who has the authority to cancel your show if he/she considers that you are breaching any terms set out in this schedule.
- 5.8 The Duty Manager will not normally be expected to undertake any construction or stage management duties unless you wish to arrange such with the Production Manager AT THE TIME OF SIGNING YOUR CONTRACT.
- 5.9 You are NOT permitted to undertake any sawing, drilling, painting or fire-proofing unless you have a SPECIFIC PRIOR AGREEMENT from our Production Manager.
- 5.10 The lighting rig will be in a standard format providing various general washes, however you will need to arrange for it to be coloured and focussed.
- 5.11 You will need to return the lighting rig to standard format, or else we will charge you for completing it.