



# 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 3 of 3

### **6. Licensing**

- 6.1 We are authorised to allow performances under the terms of a Licence as issued by Brentwood Borough Council and you must work with us to ensure that your performance meets their requirements.
- 6.2 You must obtain all necessary additional specific licences and permissions and pay all royalties, PRS or other fees due for your production.
- 6.3 You must agree with us your seating configuration which must be based on one of the licensed seating plans. You may need to arrange time at the start of your hire period to set the seating to your configuration.
- 6.4 If you fail to comply with any licensing and/or safety requirement, we will pass on to you any costs and/or fees/fines we incur.

### **7. General conditions**

- 7.1 Once tickets are on sale for an approved seating plan with numbered seats, you cannot change your seating configuration.
- 7.2 If you plan to hold a raffle or similar fundraising venture, to sell programmes or other merchandise, you must tell us at least four weeks before your hire period. We reserve the right to charge an agreed fee and/or commission.
- 7.3 If any of your Company need to sit in the auditorium, you will need to arrange in advance with our Box Office for tickets to be put aside for them from the tickets on sale.
- 7.4 You must work with us to maintain the cleanliness and security of the Theatre premises.
- 7.5 If your production results in damage to any part of the building, wilful or accidental, we will charge you for all repairs.
- 7.6 You must provide us with a copy of your certificate of public liability cover for a minimum of five million pounds, as requested by our insurers.
- 7.7 With the exception of Guide Dogs, animals are not permitted on the premises at any time.
- 7.8 The consumption of alcohol in any backstage area is strictly forbidden.
- 7.9 The use of any unlawful drugs is forbidden.
- 7.10 Smoking is not allowed in or around the premises.
- 7.11 We may refuse access to the Theatre to anyone we believe may be intoxicated.
- 7.12 You may NOT eat food in the auditorium (unless as part of a production)
- 7.13 Only items purchased in The Spotlight bar may be consumed there : non-alcoholic purchases are allowed to be taken backstage in plastic cups (provided by us)
- 7.14 We do not insure any of your equipment, costumes or other goods. If in doubt we recommend that you ask an insurance specialist for advice.
- 7.15 You must work with us to ensure that the premises are vacated by the end of your agreed hire period.
- 7.16 At the end of your final hire period, you must remove all of your equipment, costumes etc to leave a completely free stage and backstage facilities for the next hirer, leaving it in the same or better condition than when you first arrived.
- 7.17 We will provide you within six weeks of the final date of your production a full breakdown of charges incurred and income generated by the sale of tickets on your behalf. If we have taken more money from ticket sales than the cost of your charges, we will send you an invoice and a cheque payable to the Hiring Company. If you owe us money, we will provide a full statement/invoice to be paid within twenty eight days of issue.

**ENDS**