

# St Ives Arts Club Events Booking Form (Theatre)

**You must be a fully paid up member to make a booking.**

**You should make a provisional booking before filling in this form. See the full bookings procedure overleaf.**

**A member must be in attendance at all functions at all times.**

The **hire charge** for the Theatre is £10/hour or 25% of ticket sales, whichever is the greater. An evening is usually considered as 3 hours. For details of how to pay commission see **the Events Sales Return Form**. **A £50 non-refundable booking deposit** per event is payable on booking.

**You must provide a £1 discount on ticket sales to Arts Club members.**

If your ticket sales average less than £200/event you will get a partial return on your deposit.

The club has PA, lighting, CD and Digital projection facilities. You must provide your own **technicians** or negotiate a private contract with our House Manager. Training is available, please enquire. Contact the Bookings Officer (see overleaf) if you need to **arrange rehearsals** (normally no charge).

**The club is not licensed to sell alcohol** but customers may bring their own.

**You may use the Agnes Naylor room for serving light refreshments at no additional charge** but a member must be present to steward at any time this room is unlocked. If there is an exhibition in the Agnes Naylor room please respect the exhibits. **Do not move exhibits without first consulting the exhibitor.**

There is a **maximum audience capacity of 65**, less if seated at tables.

You must **point out the exits available in case of fire** and **announce the no smoking policy** before your performance. The **emergency exit** (below the lighting box) **must be opened during performances.**

You must provide your own front of house staff, **a club member must be on the door.**

**Please leave the premises as you found it on your departure.**

Turn down the heating and shut & lock the Agnes Naylor room as you leave. Shut the fire door to the Theatre and make sure all lights are off including back stage lights. Ensure the Technical equipment is restored to its default state (see instructions in club).

**Events must end and the building be secured by midnight. Please exit quietly!**

You must provide your own front of house staff, **a club member must be on the door.**

Name	
Address	
Phone	
Email	
Event details	

Booking date(s)		From (time)		To (time)	
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***Please read, sign and return with the deposit (cheques payable to St.Ives Arts Club) to:-  
 "Booking form", St Ives Arts Club, Westcott's Quay, St Ives, TR26 2DY  
 or post through the internal letterbox in the Arts club Office door. If the booking is within the next 2  
 months mark the envelope 'URGENT'.***

I agree to Terms and Conditions		SIGN HERE		
Office. use only	Deposit paid £	Date	Tres. Sig.:	

**KEEP A COPY OF THIS FORM YOU WILL NEED IT LATER!**

# ARTS CLUB BOOKING PROCEDURE

(22/1/11)

## Contacts for bookings and House Manager:

**At the club house:** currently 10a.m. to 1p.m. Saturdays and 5pm. to 8pm Wednesday evenings, but subject to variation

**Mobile phone:** 0792 559 5050

**Email:** [artsclubbookings@googlemail.com](mailto:artsclubbookings@googlemail.com)

**Website:** [www.stivesartsclub.org](http://www.stivesartsclub.org)

**Booking forms** are available in the club building or they can be downloaded from the arts club website [www.stivesartsclub.org](http://www.stivesartsclub.org). They are:

**Events** booking form

**Private exhibitions** booking form

**Events** return form

**Private exhibition** return form

**To make a booking** first make sure you have paid your membership dues for the current year. **You must be a member to make a booking.**

Then **check the dates you require are marked as free on the list of club bookings** which you will find on the notice board in the club building.

**E-mail or leave a phone message** on the bookings mobile phone leaving your full name, phone number, booking type (theatre or exhibition) and dates & times required. You should receive a reply either confirming this date has been provisionally booked or offering an alternative date.

**With a provisional date agreed, complete and return the exhibition booking form**, include a **deposit cheque** for £50 per event made out to 'St.Ives Arts Club' and return them to the Arts Club.

**Facilities cannot be considered booked until a booking form and deposit have been received.**

The Bookings Officer will usually process bookings weekly. Once your booking has been processed it will appear on the **list of club bookings as 'BKD'** against your name for that date.

**If you have a Technical query or need to view the premises contact the House Manager.** If you are a new user requiring technical training there may be a small charge for this.

You must arrange your own **publicity** however you may send details of your exhibition/event to [pedyr@hotmail.com](mailto:pedyr@hotmail.com) (preferably with a picture) for the club Newsletter, to [webmaster@stivesartsclub.org](mailto:webmaster@stivesartsclub.org) and to [steve.mcintosh@onestives.co.uk](mailto:steve.mcintosh@onestives.co.uk) to put it on the club website. To display a poster at the arts club, give it to the House Manager or post it through the club Office door, or post to the club.

Please **obtain the key from the House Manager** during his published times of attendance at the Club building. You will be asked to sign for it. After your event (or events if you have booked consecutive dates) please return your key to the House Manager immediately or post your key through the **Arts club internal Office letter box inside an envelope with your name on it.**

Please use the **club triplicate book** to record your sales. Hand the top copy to the buyer, the middle copy must be enclosed with your return form ( see details on return form), and the third copy stays in the book. Sales of cards and other items under £5 may be recorded separately and entered as one total at the end of your show.