

# St Ives Arts Club Events Booking Form (Theatre).

YOU MUST BE A FULLY PAID UP MEMBER TO MAKE A BOOKING

## Bookings Procedure

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

## Hire Charges.

- 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. **You must provide a £1 DISCOUNT on ticket sales to Arts Club members.**
- A £50 NON-REFUNDABLE DEPOSIT PER EVENT IS PAYABLE ON BOOKING. If a booking is cancelled 50% of the deposit will be refunded **if** the date can be re-booked.
- For details of how to pay commission see the *Events Sales Return Form*
- 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 your ticket sales average less than £200/event you will get a partial return on your deposit

## Hire Conditions

- It is the Club's policy that a member must be in attendance at all functions at all times.**
- If there is an exhibition in the Agnes Naylor room please respect the exhibits. Do not move exhibits without first consulting the exhibitor.***
- 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).
- There is a maximum audience capacity of 65, less if seated at tables.
- You should 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.
- Please leave the premises in an orderly state 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 should 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.
- THE CLUB IS NOT LICENCED TO SELL ALCOHOL** but customers may bring their own.

Name	
Address	
Phone	
Email	
Event details	

Event 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**  
(8.01.10)

**CONTACTS FOR BOOKINGS & HOUSE MANAGER**

**At the club house:** currently 10a.m. to 1p.m. Saturdays and 5p.m. to 8p.m. 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)

1. There are 4 bookings forms available in the club building or they can also be downloaded from the arts club website [www.stivesartsclub.org](http://www.stivesartsclub.org) They are:
  - *Events booking form (Mainly for the Theatre)*
  - *Private exhibitions booking form (Mainly for the Agnes Naylor room)*
  - *Events return form*
  - *Private exhibition return form*
2. Each month a simplified *list of club bookings* for the year is published in the newsletter and on the club notice board.
3. **To make a new booking**
  - **First make sure you have paid your membership dues for the current year, you must be a member to make a booking** If you are not a member pick up a membership application form at the clubhouse or download one from the club website or contact the membership secretary ([membership@stivesartsclub.org](mailto:membership@stivesartsclub.org) 01736 796740. Membership runs October to September).
  - **then** check the dates you require are marked as free on the *list of club bookings*
  - **Thirdly** email 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.
  - **Fourthly**, with a provisional date agreed you need to complete and return the appropriate form ('*events booking form*' or '*private exhibitions booking form*'), include a deposit cheque for £50 per event or exhibition week made out to 'St.Ives Arts Club' and post them to 'Booking form, St.Ives arts club, Westcott's quay, St.Ives, Cornwall, TR26 2DY ) or through the internal letterbox in the club office door in an envelope marked 'booking form'. NOTE: If the booking is for a date within the next two months also mark the envelope URGENT'
4. **How will you know your booking form and cheque has arrived and your booking is confirmed?**
  - The *Bookings Officer* will process bookings at least once a month. Once your booking has been processed it will appear on the *list of club bookings* as 'BKD' against your name for that date. **Please be patient!**
  - If your booking is at short notice we will try and process it quickly and you will receive a phone call or email confirming your booking.
5. 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.
6. 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) if you wish to publicise it in the club Newsletter, to [webmaster@stivesartsclub.org](mailto:webmaster@stivesartsclub.org) and to [steve.mcintosh@onestives.co.uk](mailto:steve.mcintosh@onestives.co.uk) . You may display posters at the arts club, give it to the House Manager or post it though the club Office door, or post to the club.
7. **KEYS**

Members holding events and exhibitions should obtain their 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 you key to the House Manager as soon as possible or post your key through the Arts club internal Office letter box **inside an envelope with your name on it**. For very short notice events the *Bookings Officer* will make other arrangements for you to get a key.

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

If any booking on the *List of Club Bookings* is not required or you think you made a booking that is not on the list please phone/email the *bookings officer*.