

St Ives Arts Club Theatre Booking Form 2022

The theatre is available to hire, subject to the following terms and conditions:

- The hire charge is £10 per hour or 25% of ticket sales, whichever is the greater. A £50 non-refundable deposit is payable when the booking is confirmed.
- A condition of hire is that you must provide a £1 discount on ticket sales to Arts Club Members.
- An evening is usually considered as 3 hours.
- There is a maximum audience capacity of 60, less if seated at tables.
- The Club has PA, lighting, CD and Digital projection facilities. You must provide your own technicians or negotiate a private contract with our Light and Sound Operator. Training is available.
- You must point out the exits available in case of fire and announce the no smoking policy before the 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 contact the House Manager (07798 564 121) if you wish 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 at no extra charge for serving light refreshments, 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.**
- On your departure, please leave the premises as you found them :
Turn down heating / Close Agnes Naylor door / Shut fire door to Theatre / Turn all lights off including back stage lights / Ensure Technical Equipment is restored to default state (see instructions in Club)
- Events must end and the building be secured by midnight. Please exit quietly!
- An Event Return Form must be completed and submitted to the Club at the end of the event. The Event Return Form can be found in the Bookings section of the Website or is available from the Club.

If you wish to make a booking please read the Booking Procedure Notes on the next page and, **once a date has been confirmed with the Bookings Manager**, complete the boxes below, sign the form and send with a cheque for £50.00 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. **Please note, payment for bookings is due within 14 days of booking confirmation.**

Name	
Address	
Phone	
Email	
Function Details	

I agree to the St Ives Arts Club Terms and Conditions:

Signed..... Date.....