



BOOKING FORM FOR THE HIRE OF THE BEAR PIT THEATRE

1. **Hirers.** The Bear Pit Theatre (herein referred to as BPT) reserves the right to refuse a booking for any reason, at any stage of the booking, and to terminate the rental as a result of any breach of the conditions below. All hirers of the BPT must be 25 years or over. NO ALCOHOL may be consumed on the premises without prior approval in writing. No alcohol can be served to anyone under 18. Proof of Age must always be requested where the age criteria maybe in doubt.

2. **Theatre Hire.** Once a reservation has been confirmed all reasonable steps will be taken to ensure the building is available, but the BPT cannot accept any responsibility if, for whatever reason, the building becomes unavailable. If you are unfamiliar with the Theatre then you must arrange a pre-visit with the Theatre Hires Administrator.

3. **Capacity.** The maximum number of persons to be admitted for any event shall not exceed 130 without prior approval.

4. **BPT Liabilities.** The BPT disclaims all liability for injury to any person or loss or damage to any property belonging to any persons using the building, however caused. The Hirers should ensure that they have their own Third Party Insurance (Public Liability) to cover their event and their attendees. As there is no telephone landline in the building the provision of a designated mobile phone is advisable and should remain "on" throughout the period of your hire in case of an emergency and to ensure that the hirer remains contactable at all times.

PLEASE NOTE A COPY OF YOUR PUBLIC LIABILITY WILL NEED TO RETURNED WITH THIS FORM

5. **Responsibilities of Hirer.** The named Hirer (the person signing the booking form and paying the invoice should be the same) will be held responsible for any loss or damages to the building, furniture, furnishings, electrical equipment and any other items that are made available to the hirer during the period of hire. **A deposit of £100** in the form of a cheque, post-dated to the commencement of hire, will be required at the time of booking to facilitate the cost of any immediate repairs to damage which may be incurred during the course of hire. The cheque will be destroyed or returned should this not be necessary.

The hirer shall further ensure that the Theatre, dressing rooms, kitchen, toilets and other areas are left clean and tidy and that all rubbish has been collected and removed from the premises. Lights and heating must be turned off. **Failure to comply will result in a further minimum charge of £25.**

The Hirer agrees not to incur or allow to be incurred any act which may be or become a nuisance or annoyance that interferes with the peace or general comfort of others in the area. Unruly behaviour will be deemed to be a breach of contract and will result in the termination of the agreement, the users being asked to vacate the premises with immediate effect with the assistance of the Police if necessary.

Any problems should be reported to The Bear Pit without delay. Please leave a note of any breakages or damage, however small in our Incident Book on top of the small fridge in the kitchen.

Please note that all items relating to your event must be removed from the theatre by the end of your final hire date.

A 25% non-refundable deposit of the total hire cost will be required at the time of reservation to secure the hire.

Cheques should be made payable to 'Bear Pit Theatre Ltd' and sent to: **David Derrington, Treasurer, The Bear Pit, One The Courtyard, Timothy's Bridge Road, Stratford-upon-Avon, Warwickshire, CV37 9NP.** Alternatively a BACS payment can be made to the following account:
Account Number: 43861068 Sort Code: 309826

For the avoidance of doubt: Until the Hire Fee and/or Deposit are received no reservation is deemed to have been made.

6. The Building. Do not attach or fasten by nails, pins, screws or tape anything to the walls, floor or woodwork of the building. Please DO NOT sit on, cover, obstruct or alter any heaters in the building. No Music after 11pm (11:30 Fri/Sat).

7. Security. When locking up to leave, care must be taken to ensure all windows, doors and fire doors are closed. Please do not prop open any fire exit doors or remove fire extinguishers from the designated areas.

8. Fire Precautions. THERE IS NO SMOKING ANYWHERE ON THE PREMISES.

The main doors of the building must remain unlocked and clear during all functions. Hirers should familiarise themselves with the whereabouts of all fire exits and fire extinguishers. You must have a mobile phone turned on throughout the duration of the hire.

APPLICATION FOR HIRING (BLOCK LETTERS PLEASE)

- Please complete this form **as fully as possible.**
- At least one month before your event we will contact you to discuss your technical requirements and ask you to come in and complete any missing details on your form.
- Please note that the hire charge quoted at the time of the booking is for venue hire ONLY.
- ***Please complete and return to:*** David Mears at davidtmears@gmail.com

NAME OF HIRER:		POSITION:	
COMPANY NAME:			
ADDRESS:			
CONTACT NUMBER:			
EMAIL ADDRESS:			

RESPONSIBLE PERSON: (Should be present and available during the event in case of an emergency)	NAME:					
	MOBILE NUMBER:					
EVENT TITLE:						
EVENT DESCRIPTION:						
PERFORMANCE RIGHTS OBTAINED (if applicable)				YES	NO	NOT APPLICABLE
BOOKING DATES AND TIMES REQUIRED:						
				TIMES		
DAY	DATE	MONTH	YEAR	FROM	TO	PURPOSE
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
RUNNING TIMES:						
DOORS OPEN:		START:		INTERVAL:		FINISH:
TOTAL CAST NUMBERS:		NUMBER OF CAST UNDER 18 YEARS OF AGE:				
FRONT OF HOUSE REQUIREMENTS:						
BAR?						
RAFFLE / COLLECTION STAND?						
MERCHANDISE / SIGNING STAND?						
DISPLAY BOARD						
PROGRAMME STAND?						
DRINKS RECEPTION?						

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TECHNICAL REQUIREMENTS

We have a professional technical system. If you are supplying your own operator/s please ensure that they have sufficient experience for what you require. If in doubt please check with the theatre. Please ensure that ALL electrical equipment brought in to the theatre is safe and has an up-to-date PAT (Portable appliance testing) sticker.

TECHNICAL / AV / EQUIPMENT CONTACT:	NAME:	
	TELEPHONE:	
	EMAIL:	

LAYOUT OF SEATING: Nb: Please refer to the additional charges when selecting your layout.	Proscenium (capacity 95)	YES		NO	
	In-the-Round (capacity 95)	YES		NO	
	Thrust (Capacity 65)	YES		NO	

AUDIO REQUIREMENTS:

Do you need to use the Theatre’s sound system?	YES		NO	
Do you need Microphones?	YES		NO	
Do you require The Bear Pit to provide an audio operator:	YES		NO	
Are you bringing any audio equipment of your own?	YES		NO	

If yes, please give brief details:	
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LIGHTING REQUIREMENTS

Do you require us to supply a lighting operator?	YES		NO	
Are you bringing any equipment of your own?	YES		NO	

If yes please give brief details:	
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What is the proposed time for your lighting plot?	
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Please ensure you leave an adequate amount of time to plot your show. The more complex your lighting the longer it will take to plot.

AV REQUIREMENTS				
Are you bringing any AV equipment of your own?	YES		NO	
If yes please give brief details:				
HEALTH & SAFETY				
In the booked event is there;				
Bad/offensive language	YES		NO	
Nudity	YES		NO	
Smoke effects	YES		NO	
Dry Ice or low lying fog effect	YES		NO	
Pyrotechnics	YES		NO	
Fire arms:	YES		NO	
Gunshots sound effects:	YES		NO	
Naked flame	YES		NO	
Smoking on stage	YES		NO	
Strobe lighting	YES		NO	
If yes to any of the above please give details below or attach separately:				
<p><i>We may need to seek prior authorisation from our licensing authority in order to use some of the above. Please do not assume that any of the above can be included in your event until you have consulted with the theatre manager.</i></p>				

DRESSING ROOMS				
Approximate number of performers / company members:				
Approximate total of none performers backstage (inc chaperones, stage hands etc)				
Please ensure that you have suitable and adequate chaperones (over 18) on site supervising children at all times. The effective chaperoning of children backstage is entirely the visiting company's responsibility.				
Dress Room One Max Capacity: 14		Dress Room Two Max Capacity: 10		
Please note that no spaces other than those listed can be used for changing facilities. The maximum capacities must be adhered to. No changing in corridors.				
Do you require a quick change area back stage?	YES		NO	
PERFORMING RIGHTS SOCIETY				
<p>Bear Pit Theatre Limited pays PRS if you perform music as any part of your event. This cost (plus VAT) will be passed back to you depending on the type of event and music played. Please complete the attached PRS form enclosed and send back to us when your event is complete. A full list of PRS charges is available on the Performing Rights Society website at www.prs.co.uk. You can pay direct to PRS if you prefer. Please contact them for details and notify us of any arrangement you make with them.</p>				
Have you an arrangement with PRS for playing intro/exit music or music as part of the event/performance?	YES		NO	
INSURANCE				
<p>You are required to provide evidence of holding Public Liability insurance. A first generation copy of your insurance certificate should accompany this returned booking form.</p> <p>As hirer, you or your organisation are responsible for ensuring that the safety of your event is a priority. Before your event you should complete the relevant risk assessments (pyrotechnics, work with young or vulnerable people, use of equipment etc) and ensure that you have applied for licences or permissions where appropriate. We will need a copy of any documents before your event. Please tick the boxes below for each document enclosed:</p>				
Insurance arranged by Hirer?		Copy of Policy Certificate enclosed?		
Risk Assessments enclosed?		Child Protection Statement enclosed?		

BOX OFFICE

- Ticketing services for all hired events at The Bear Pit Theatre are available and printed exclusively through the Royal Shakespeare Company Box Office who our acting as our ticketing agent.
- This service is available at an extra charge of £50.
- The ticketing service provided includes: Box Office opening hours Monday-Saturday 10am-8pm & Sunday 10am – 5pm when tickets are available in person at the Royal Shakespeare Theatre or Monday – Saturday 10am – 6pm by phoning The Bear Pit Hotline: 01789 403416.
- Tickets will only be made available for sale once we have received a completed booking form and the deposit payment.

Do you require a Box Office service via the RSC?		YES		NO	
If yes, when is the on sale date?					
Standard Ticket Price:		£			
Concession Prices & details e.g. Over 60s, Under 18s etc...					
Title of event to appear on the ticket: Max 30 Characters inc spaces					
Tag Line for event (<i>if applicable</i>): Max 30 Characters inc spaces					
Number of seats held off for Press & VIPs per performance.		PRESS		VIPs	
Performances dates:					
Synopsis (A short description of event. This will appear on our website. No more than 60 characters):					
Age Restriction or suitability:					
Running times including interval (if applicable)					
SIGNED BY THE VISITING COMPANY:					
Signature:				Date:	
Print name:				Title:	
(Optional) Please could you state where you heard about The Bear Pit Theatre					

Further notes, details or comments:

YOUR CHECKLIST

Please ensure that your company members know that the following must be adhered to at all times:

- Access by the rear stage door is by arrangement only.
- The hirer **must** keep a signing in and out sheet for every period of hire. This will be the responsibility of your Stage Manager (or next suitable position) and must be clearly displayed in the building and accessible in the event of an evacuation.
- Access times to the theatre are pre-arranged and no one will gain entry prior to stated times

Please ensure that:

- All corridors, entrance/exits and gang ways are kept clear at all times
- No fire doors are propped open. If you need to keep a door open please inform a member of the technical staff.
- Smoking is prohibited on the site (except in the designated areas). Permission for smoking on stage needs to be approved by Stratford District council and a copy of said permission will need to be shown to The Bear Pit.
- All external doors must be kept closed to ensure building security.
- Health and safety guidance and/or guidance on the use of equipment or working practices given by a member of theatre staff must be adhered to at all times. Failure to do so may result in the individual or company being asked to leave the premises.

In the event of the fire alarm being sounded the theatre manager or duty manager will control the situation. You must leave the building by the nearest exit as directed. Do not stop to take personal belongings with you or return to any room. Assemble quickly and quietly outside the theatre on the hard surface so that your stage manager can take a roll call based on your signing sheet. Do not leave site or re-enter the building until told to do so by the theatre manager/duty manager.

If you wish to bring any electrical items into the theatre, e.g. Hair straighteners, phone chargers etc, please ensure the item has a valid PAT certificate. The Theatre technical staff can arrange for items to be tested although there is a charge per item. Please inform the theatre in advance of the hire to arrange a suitable time when PAT trained staff can carry this out.

Thank you for co-operating in ensuring the health, safety and welfare of everyone at the theatre.

Bear Pit Theatre Limited is a company limited by guarantee, registered in England no. 7889440
The Bear Pit is a registered charity: 1156259

The registered office for Bear Pit Theatre Limited is:
One The Courtyard, Timothy's Bridge Road, Stratford upon Avon CV37 9NP.