

# AUDEN THEATRE

Cromer Road  
Holt  
Norfolk  
NR25 6EA



## Contents:

This pack contains:

- Hire Application Process
- Cost and Inclusions of the Hire Agreement
- Theatre Hire Terms and Conditions

## Application Process:

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Please read through this entire application pack, including Hire Terms and Conditions. If you have any initial queries then please contact the Theatre Administrator; contact details are listed at the bottom of this form.

If you are happy to accept the Hire Terms and Conditions, please contact the Theatre Administrator to check the availability of your preferred dates. Please be aware that the Theatre programming is often conducted 12-18 months in advance - so we would recommend checking dates as soon as possible: 1 term's notice is normally required if you would like to be advertised in the Arts Brochure.

If your dates are available they will be provisionally held - subject to Theatre Management discretion - for a maximum of 14 days or until you have submitted your formal Hire Application Form - disclosing full details of your proposed event.

Applications will be processed, and feedback/decision issued within 4 weeks. A meeting with the Theatre Administrator may be requested at this stage to discuss your application.

Your booking is only confirmed once you have received a letter of confirmation from the Theatre Administrator, and you have returned a signed contract including the Theatre's Hire



Terms and Conditions. Please note that the terms of the booking cannot be changed after this point.

**Your application form can be submitted to the Auden Theatre by the following methods:**

Post:

Wendy Metcalfe,  
Theatre Administrator,  
Auden Theatre, Gresham's School, Holt, Norfolk, NR25 6EA

E- mail: [wmetcalfe@greshams.com](mailto:wmetcalfe@greshams.com)

Phone: 01263 714549

Staff Contact Details:

Bridget O'Brien	Director of Drama	<a href="mailto:bobrien@greshams.com">bobrien@greshams.com</a>
Mel Feaster	Technical Manager	<a href="mailto:mfeaster@greshams.com">mfeaster@greshams.com</a>
Wendy Metcalfe	Theatre Administrator	<a href="mailto:wmetcalfe@greshams.com">wmetcalfe@greshams.com</a>
Claire Miller	Box Office Manager	<a href="mailto:cmiller@greshams.com">cmiller@greshams.com</a>

## Costs and Inclusions of Hire:

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The hire is inclusive of the following:

- The Standard House technical rig: details can be found under “Technical Specification”;
- The House PA: details can be found under “Technical Specification”;
- Utilities including water, electrics, lighting, heating;
- *\*One technical staff member for 8 hours a day.* These staff will be on duty to supervise the get in, fit up, technical rehearsal and each performance or presentation. The technical staff will need to be based in the box for the duration of a performance in order to comply with our fire evacuation policy. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to at all times. Any additional required support or services involving staff will be recharged and will need to be discussed at the time of booking.
- *\*For all performances the Theatre will provide a Front of House Manager.* The Hirer will provide the number of FOH staff that are legally required to ensure the safety of the audience in the event of an emergency evacuation. This staffing level will be advised to the Hirer. Any staff requested in addition to this need to be discussed prior to booking and charges will be advised. If the hirer is unable to provide any FOH staff the Theatre can provide them for an additional charge.
- The Theatre does not provide Security staff. If a hirer feels that Security staff are required, this needs to be discussed at the time of booking, and will be at the cost of the Hirer;
- The Theatre does not provide, and is not responsible for, chaperones or any other direct supervision of cast, i.e. children;
- Use of all technical ‘stock’ items. Stock item details can be found on the technical specification page and can be discussed with the Technical Manager prior to the performance.
- Hirers have access to all sound, light facilities on stage as agreed in their package, and may operate the equipment themselves subject to the Theatre’s Technical Manager being satisfied that competent persons are doing so. However, if any event requires flying of scenery, etc, this work must be undertaken or supervised by a member of the Auden Theatre’s technical staff at extra cost;
- Use of the 2 dressing rooms, to which you will have exclusive access for the period of the hire. Additional space may be available but must be discussed with the Theatre Administrator prior to booking.
- All box office services during the school’s term time are included in the hire. Online ticket sales are also included outside of term time. Box office services in person, by telephone and on the day of the event maybe included under separate negotiation. Please liaise with the theatre administrator or the box office manager. Ticket revenue’s are paid net of any card charges after the performance has taken place.
- Cleaning on a daily basis (usually morning) of auditorium and all front of house and back stage areas. If you require cleaning out of the specified time it will be recharged accordingly, and must be notified at the time of booking. If your event requires additional cleaning, this will need to be discussed.
- All performances can be included in the Arts Brochure free of charge if booked before going to print and on the website. Please advise the Theatre Administrator.

*\*Not applicable for empty space hire with no audience.*

- Advertising is available around the theatre and a space of A0 may be available on the A140 bypass 28 days prior to the performance.
  - For information about the bar/refreshment area please contact the Theatre Administrator. The School can provide catering at an extra cost if arranged in advance.
  - A 10% non-refundable deposit is payable when booking is confirmed. If we are unable to accommodate your preferred date then the deposit will be returned.
- All costs are plus VAT at 20%

<b>Foyer</b>		<b>£150</b>	<b>Includes foyer tables / chairs; AV / Sound</b>
<b>Theatre:</b>			
<b>Music</b>		<b>£350</b>	<b>Concert lighting state</b>
<b>Lecture</b>		<b>£300</b>	<b>mic, AV and sound included</b>
<b>Empty Space</b>		<b>£200</b>	<b>Full stage clear, working lights only</b>
<b>Custom Show</b>		<b>£500</b>	<b>Full generic LX rig, sound (ex radio mi</b>
			<b>Including the use of the Foyer and facilities</b>
<b>Stage re-format</b>			<b>£200 set fee</b>
<b>Extra staging for seating</b>			<b>£60 set fee</b>
<b>Radio mics (Each)</b>		<b>£25</b>	
<b>FOH Staff</b>			<b>By Arrangement</b>
<b>Smoke machine</b>		<b>£25</b>	

"Day is defined as 8hrs, plus a 1 hour break eg. 14:00 – 18:00, 19:00–23:00

Extra hours over this 8hrs are charged at 1.25 times the hourly rate, more than 2hrs extra requi

Consecutive days to be at least the statutory 11hrs apart – unless agreed otherwise

Minimum hire 2hrs, charged per hour

Any over run/extra hire costs will be recharged to the hirer

A week long hire costs 4 times the daily rate, and excludes Sunday

Other arrangements may be negotiated by contacting the theatre administrator

## Theatre Hire Terms and Conditions:

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These terms will form part of a legally binding document and you should read it carefully before making an application to hire the Auden Theatre. If we accept your application you will be bound by these Terms and Conditions. Please make sure that they contain everything you want and nothing you are not prepared to agree to. If you have any questions about the contents of these

Terms and Conditions, our list of Costs and Inclusions of Hire or any other matter, please contact the Theatre Administrator before making your application.

### **DEFINITIONS:**

In these Terms and Conditions the following words and phrases mean the following things:

**Booking Form** means our booking application form to hire the Theatre, which is obtainable from

the Theatre Administrator on request, from The Auden Theatre, Gresham's School, Holt, Norfolk, NR25 6EA

**Confirmed Booking** means a booking of the Theatre that has been confirmed in writing by the

Theatre Administrator;

**Deposit** means the deposit payable on submission of the Booking Form;

**Event** means the purpose for which the Theatre is hired, as stated on the Booking Form;

**Hire Charges** means all sums payable by you for the hire of the Theatre under these Terms and

Conditions, as set out in our current list of Costs and Inclusions of Hire;

**Hire Contract** means the contract for the hire of the Theatre as governed by these Terms and

Conditions and our current list of Costs and Inclusions of Hire;

**Hire Period** means the period of hire of the Theatre booked by you;

**You / the Hirer/Visitor** means the person who signs the Booking Form or the firm, company or

organisation on whose behalf the Booking Form is signed;

**Theatre** means The Auden Theatre, Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

**Us / We** means The Auden Theatre and Gresham's School; and

**Theatre Administrator** means the person for the time being holding the post of Theatre Administrator of the Theatre but can include the Theatre Administrator's duly authorised representative.

#### (1) Use of Facilities

The Hirer will use the premises only for the agreed purpose, and during the agreed times.

#### (2) Equipment

All equipment should be returned to its proper place after use, and damages or breakages of any kind should be reported to the Duty Staff within 24 hours.

(3) Notices

Visitors are not permitted to smoke in the school grounds. Visitors must also comply with any other notices displayed in the buildings, e.g. those relating to the use of equipment or safety precautions.

(4) Control and Safety

Visitors use the facilities and equipment at their own risk. In the case of group activities, and except where special arrangements have been made with the Theatre, the control and instruction of visitors are the responsibility of the visiting organisation concerned.

(5) Loss of Articles

Gresham's School cannot accept responsibility for the security of any clothing, money, valuables or other property belonging to visitors, nor accept liability for their loss.

(6) Liability

Visitors use the Theatre's equipment and facilities subject to their acceptance of responsibility for any damage to buildings, or any loss or damage to Gresham's School property, or any injury to third parties caused by them or their servants or agents. The responsibility of Gresham's School for such damage, loss, or injury is expressly excluded.

(6a) The Hirer agrees to reimburse the School for any loss or damage and to provide evidence that adequate insurance has been taken out to cover the hiring.

(7) On the first day of the hire visitors should report to the theatre foyer, where they will be met by the theatre staff they then should be signed in at reception. Parking is available at the back of the Theatre. The Hirer will use the designated area of parking and will not obstruct fire exits with equipment or vehicles.

(8) There must be NO SMOKING in the theatre or in the school grounds at any time during term time. During holidays and for select events a designated smoking area will be provided (Smoking on Stage as part of the performance can be allowed under special circumstances – please speak to the Technical Manager if you require actors to smoke on stage).

(9) Consumption of food or drink in the lighting box and dimmer room is prohibited.

(10) Upon Arrival at the theatre the visiting company will be briefed on the buildings fire and emergency procedure. Once briefed the company will accept responsibility for ensuring that these guidelines are followed by all members.

(11) Visitors use the Theatre and its equipment at their own risk. All reasonable advice and assistance will be given, but the control and supervision of individuals is the responsibility of that visiting group / organisation which must also ensure that these conditions are observed. The person who signs hereunder in agreement to these terms must also undertake responsibility for the control of other members of the visiting group or organisation in accordance with these conditions.

(12) The Hirer will not make any alteration to the premises and not to place notices on wall surfaces, without the consent of the Technical Manager.

(13) The Hirer will be responsible for collecting all litter, including rubbish from catering and leaving the premises in a clean and tidy condition at the end of the hire period.

(15) The Hirer agrees to indemnify the School against any claim which may be brought against the School arising from or related to the Hirer's visit to the School. This indemnity applies only to the extent that the events giving rise to the claim are wholly or partly the result of an action or omission by the Hirer or someone accompanying the Hirer at the

Hirer's request. 'Claim' includes claims, actions, proceedings, costs, expenses and demands.

(16) The Hirer will manage and conduct the premises during the hiring period in such a way that nothing will be done to damage the property of the Auden Theatre, or injure its reputation.

(16) The School reserves the right to close the premises for any School event, emergency and holiday period, as necessary.

(17) Cancellations made by the Hirer will not be given a refund or credit. If you wish to cancel your booking you must give at least 2 months' notice. If adequate notice is not given and an alternative booking cannot be found you may be invoiced for the full hire charge.

(18) Agreement to these conditions is in consideration for the use of the Theatre, but in addition it is agreed that the visitor will pay charges at the following rates:

(19) Additional charges:

- Deposits: A deposit valued at 10% of the overall hire charge, will be required at the point of booking in order to secure the theatre. The booking will only be secured once a copy of this contract has been signed and returned. All deposits are non-refundable. An invoice for the remainder of the payment will be sent out after the hire has been completed.

- Technical Assistance: The duty manager will be available to provide technical assistance to visiting companies, as outlined below:

One member of theatre staff will be present during all performances, including a two hour period prior to each performance and for up to one hour after the end of the performance.

Their role is to act in a supervisory position to ensure that the terms of the licence are followed and to deal with any emergencies that arise. In this respect the duty technician cannot be involved in any task that cannot be left at a moment's notice.

- Scenery and Prop Hire: A quotation can be provided.

- Tickets and Box Office: By prior arrangement with the Box Office Manager.

- Front of House Staff: It is a legal requirement that there is a minimum of 3 FOH staff plus a FOH manager for an audience of 150 and below. An additional FOH Staff member is required per 50 audience members above this number eg. For an audience of 260 6 FOH Staff plus the FOH Manager is required. They must stay in their allocated places for the duration of any public performance in the theatre. The company manager must make these staff known to the FOH manager at the earliest opportunity and must arrive 45 minutes prior to the opening of the show. A safety briefing will be given to all FOH staff, where clickers, name tags and torches will be provided. Competent stewards may be hired if your company is unable to arrange this, providing adequate notice is given. If the duty manager feels that adequate stewarding is not present, the performance will be halted immediately.

- Damages: The cost of repairing any damages caused by the cast or crew during the hire period may be added onto the final invoice. This may also include additional cleaning costs if due care and attention is not taken.

(20) ANY ELECTRICAL APPLIANCES WHICH ARE NOT PART OF THE THEATRE'S EXISTING EQUIPMENT, OR WHICH DOES NOT HAVE AN UP TO DATE PAT CERTIFICATE, CANNOT BE USED UNLESS THE DUTY TECNICIAN IS SATISFIED THAT IT IS IN GOOD SAFE WORKING ORDER. THIS WOULD INCLUDE KETTLES, FRIDGES, POWER TOOLS, HAIR DRIERS AND WORKING LIGHTS.

**To receive a booking form please contact the Theatre Administrator**