

Essential Questions for Potential Hirers of Elliott Hall and Travellers Studio

****This form must be filled in completely. If not, a reply to your request could be delayed****

Name of Organisation: _____

Contact Name: _____

Contact Email Address: _____

Mobile (Required for on the day): _____

Contact Address & Post Code: _____

Date(s) Required (Please provide your 1st, 2nd, 3rd & 4th date choices): _____

Venue Required: Elliott Hall / Travellers Studio Theatre

Time(s) Required: Rehearsal/Dress Rehearsal (Performances only): (from – to) _____

Technical Rehearsal/Event Set Up: (from – to) _____

Performance/Event Length: (from – to, including interval) _____

Your anticipated exit time from the building: _____

***Note:** Performance/Event hire starts from the time the audience/participants begin entering the performance/event space (Doors Open) until the time the audience/participants have vacated.*

Please **Circle** (or **Highlight** and/or **BOLD** if completing electronically).

1. What is the booking?

Meeting / Performance / Wedding / Other _____

2. If it is a performance what kind of performance is it?

Theatre / Music / Dance / Comedy / Speaker / Children's / Other _____

3. What is the name of the Performance/Play/Event? (What will it be advertised as?):

4. Who is the target audience?

Families / Teenagers / Older People / Children / Other _____

Asian: Indian / Asian: Pakistani / Asian: Bangladeshi / Asian: Chinese / Asian: Sri Lankan /

Asian: Other / Black: Caribbean / Black: African / Black: Other / White: UK /

White: Irish / White: Other

5. Is the event for: General Public / Private Invited Audience

6. Only Performance Bookings must have tickets. Are tickets going to be: Sold / Free* / N/A
**(if Free, for Health & Safety reasons Performance Bookings must still have tickets)*

7. Do you wish to use our printed tickets at no additional charge (Conditions Apply)? Yes / No
If Yes, please be sure to inform us by letter or email (harrowartscentre@harrow.gov.uk) well in advance of when you require them. Normal turn around is 10 working days from the date we place the order. Express Delivery is available at an additional charge. Please contact the Business Team for further information.

If applicable, would you like the Box Office to sell tickets on your behalf? Yes / No
Normal Box Office hours are 9:00 to 5:00 Mon – Fri. For an additional charge it may be possible for the Centre’s Box Office to be open at times other than above.

8. What is the size of the expected audience? _____

****PLEASE NOTE:** a minimum of 1 Head Steward provided by the Arts Centre will be required for every event at a cost of £10 per hour to the hirer. Additional Stewards are required at a ratio of 1 per 50 audience members or more for a children’s event. However, these additional stewards can be your own. If your own they must arrive 1 hour before the performance/event start time for Health & Safety Training.**

Please circle, highlight or indicate otherwise your additional steward choice below:
Arts Centre to provide all stewards including additional stewards at a cost of £10 per hour per steward / We will provide our own additional stewards.

9. If you need to use any of the Centres technical equipment (any what-so-ever), our Technician must be on hand for your event. Our Technician is included in the room hire fee you pay.

Will you be requiring the use of any of the Centre’s technical equipment? Yes / No

If No, then you must provide all of your own technical equipment, and it must be PAT approved (proof will be required).

10. Is the kitchen required? Yes / No (There is an additional one off cost to use our kitchen)
Those using the kitchen, (if preparing food) must be Food Safe Certified and show proof of this.

11. Will Music be performed, CD/Taped Music played, or a Film/DVD/Video shown? Yes / No
This will affect whether you are liable for Performing Rights Society Fees

12. Do you have Public Liability Insurance? Yes / No
If Yes, you **MUST PROVIDE** us with a copy of your current insurance certificate along with this completed form, **otherwise you will be charged 7% of the room hire charge.**
If No, then you may use ours. The charge for this is 7% of the room hire charge.

Please be aware that no naked flames of any kind are allowed in Elliott Hall or Travellers Studio due to our Health & Safety policy.

Hirer’s Signature
(Mark an x if submitting via email and print name)

Date Signed

HAC Internal Office Use below this line

The above date(s) _____ Can / Cannot be released.

Managers Signature

Date Signed: _____