

# Private Hire & On Sale Information



DUNSTABLE | LU5 4GP  
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WWW.GROVETHEATRE.CO.UK

Managed by SLL in  
partnership with Central  
Bedfordshire Council





## PRIVATE HIRE & ON SALE INFORMATION

Please write clearly in block capitals

### INTRODUCTION

We are pleased to offer a high quality venue in a superb setting for your event. The space is managed by a professional team who can offer you a wealth of experience in both technical and front of house theatre operations, and can assist you at every stage of the private hire process. The Grove Theatre, Dunstable comprises a 780 seat main auditorium with the option of retracting the central stalls seating to create a flat floor area - increasing the overall capacity to 1000 people. In flat floor mode, Grove Theatre can accommodate 460 seated customers and 540 standing customers (subject to provisions). The venue is available to hire for commercial, professional, amateur and community performances, arts and educational organisations, conferences, training sessions, meetings and similar events. However, the Theatre is not designed as a "nightclub style" venue – and is not suited to this style of event.

### Contents:

This pack contains:

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

### Hire Application Process:

Please read through this entire application pack, including Hire Terms and Conditions. If you have any initial queries then please contact us using the details listed at the bottom of this form. If you are happy to accept the Hire Terms and Conditions, please contact us 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: a minimum of 7 months notice is normally required. If your dates are available they will be provisionally held - subject to Theatre Management discretion - for a maximum of 7 days, in this time you will be required to submit to us your contract of hire form - disclosing full details of your proposed event. Applications will be processed, and feedback/decision issued within 4 weeks. A meeting with the General Manager may be requested at this stage to discuss your booking. Your booking is only confirmed once you have received confirmation from theatre management, and you have returned a signed contract including the Theatre's Hire Terms and Conditions, together with your deposit payment. Please note that the terms of the booking cannot be changed after this point. Applications for hire of the Grove Theatre will only be considered if the nature of the hire meets with SLL and Central Bedfordshire Council's business aims. A copy of these aims can be obtained from Theatre management on request.

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

**Post: *Performance Hire Department,  
Grove Theatre,  
Grove Park,  
Dunstable,  
Bedfordshire.  
LU5 4GP  
E- mail: [grove.theatre@sll.co.uk](mailto:grove.theatre@sll.co.uk)  
Phone: 01582 884181***



## Costs & Inclusions of Hire Agreement:

The basic price for the hire of the auditorium is **£5,000.00 plus VAT** per day, with a £500.00 non-refundable deposit payable at booking stage (see Terms & Conditions). A discount rate of 50% is available through application via Central Bedfordshire Council – and is at their discretion. If you believe you may be eligible, please contact us and we will put you in touch with the relevant persons at CBC.

The hire is inclusive of the following:

- Exclusive use of our auditorium and stage areas for up to a 12 hour hire period.
- 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.
- Two technical staff members for 6 hours a day. These staff will be on duty to supervise the get in, fit up, technical rehearsal and each performance or presentation. One member of the technical staff will need to be based at a stage position 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 needs to be discussed at the time of booking; (see Terms & Conditions for more detail).
- Use of all technical 'stock' items. Stock item details can be found on technical specification and will also be discussed during a pre performance meeting.
- All hirers for performances or presentations will be contacted to arrange the necessary meetings with the Theatre's staff once the basic confirmation has been made and hire contracts in place. This will ensure you have an understanding of all the technical requirements and schedules that need to be considered and all potential costs involved.
- Hirers have access to all standard sound, light and flying facilities on stage as agreed in their package, but may require a member of our team to operate/supervise their use —see technical specification for details on this. If an event requires flying of scenery, this work must be undertaken/supervised by a member of the Grove Theatre's technical staff and will incur an extra charge if hours worked extend beyond those stated in the package.
- Use of the dressing rooms and the wardrobe facilities (for performance times) to which you will have exclusive access for the period of the hire. See technical specification for capacities in these rooms.
- Please note our Green Room and Function room are subject to availability, but should they be available will be provided at no extra cost.
- Sales of all tickets through our box office (in person, by telephone or online). In all circumstances, reserved seating applies for public performances and the Theatre must be kept notified of the movement of tickets. All monies taken by the Theatre will be banked and offset against outstanding hire charges. All positive balances will be paid to the hirer within thirty days after the last performance.
- For all performances the Theatre will provide a Duty Manager and the number of FOH staff that are legally required to ensure the safety of the audience in the event of an emergency evacuation. Any staff requested in addition to this need to be discussed prior to booking and charges will be advised; please note there will be an extra charge for more than one performance per day.
- 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.



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- 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 time of booking. If your event requires additional cleaning, this will need to be discussed.
- All hirers will include 1 composite e-shot sent out to our customers and organic social media posts about your event. A brochure entry can be requested but will be rechargeable at £350.
- The Grove Theatre will not produce or distribute individual leaflets or posters on behalf of hirers. However, all supplied materials will be displayed in the foyer and box office area at the discretion of the Marketing Manager, subject to the available space.



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## PRIVATE HIRE

### Contact Details:

Name of Organiser: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

### Dates & Times Required:

Date/Item	Start Time	Finish Time	Cost	VAT	Total

Total Cost: £

### Method of Payment:

Deposit:	£500.00	Required by:
Balance/Full Payment	On settlement	Required by:

If deposit is not paid by date stated Grove Theatre reserve the right to release the date.

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## ON SALE

For web sales please send copy and image for your event, if you need any guidance please look at our website [www.grovetheatre.co.uk](http://www.grovetheatre.co.uk) to see what other shows in the genre do.

Show Details:	
Date of the show	
Time of show	
Title of Production	
Named Artists	
Genre	
Age restrictions	
On sale date	

Do you require a brochure entry? (£350 per entry): Yes                  No

Ticket prices*	Price (inc VAT)	Maximum number of seats STALLS	Maximum number of seats CIRCLE
Band A	£	378	148
Band B	£	74	100
Band C	£	40	40

Please note we hold off 6 seats in band A as house seats.

\*A £1 booking fee will be charged per ticket, this is to be added to the agreed ticket price and will come off prior to settlement.

### Concessions:

If you require concessions please indicate on chart below:

- Please note if you have more than one price band wheelchairs & wheelchair companion must be offered at lowest ticket price.
- If you use three price bands you do not need to offer a concession on Band C.
- Please note below value of concession e.g. £1 off.
- Our standard concessions are listed here but if you would like a custom one e.g. under 5's £1 off please fill in the other concession line at the bottom of the table.



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	A	B
Under 16		
Over 64		
Students		
Registered unemployed		
Registered disabled		
Wheelchair & companion		
Any other concession		

## Do you require any of the following?

Orchestra pit	66 seats removed	
Treads to stage	8 seats removed	
Sound position	19 seats removed	

## Producer Seats:

Total number of producer seats required:

Producer seats are generally locked off Row M 13-18, please indicate if you would like seats to be held off in an alternative location.

## Circle:

The circle is opened once we are down to the last 150 tickets in the stalls, if you do not wish for the circle to open please let us know in additional information.

## Producer Report:

Email address to send weekly report to: \_\_\_\_\_

## Any additional Information:

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## Terms & Conditions of Hire:

These terms and conditions will form part of a legally binding document. Please ensure you read them carefully, once you have read and understood them please return a signed copy of this document to us ASAP. On return of this document, together with the signed contract, deposit and any paperwork requested, your date of hire will be confirmed in writing.

### **1.0 Hire Charges and what's included:**

- 1.1 We (Grove Theatre on behalf of Stevenage Leisure Ltd) charge for hiring the Theatre in accordance with our list of costings (See technical spec).
- 1.2 A standard auditorium hire includes the use of the stage/auditorium area, together with all dressing rooms, wardrobe and backstage areas. The Function room and Green room are subject to availability but will be at no extra charge should they be available for use. We will provide Front of house and box office staffing for one performance per day, 2 technical staff for 6 hours per day, and the use of our standard technical equipment in its current house rig formation. (As per technical specification list). The standard day hire is for 12 hours from time of arrival between the hours of 6am and 12pm, anything outside these hours would be at an additional cost and must be agreed prior to the hire date(s).
- 1.3 A deposit of £500 is required to secure your booking. Please see contract for payment details. Please ensure to notify us if payment is made via BACS, this is the clearest way to ensure the money will be allocated to your booking correctly.
- 1.4 The total of this £500 deposit will be deducted from the total hire charges at settlement stage.
- 1.5 We reserve the right to review and/or increase hire charges for confirmed bookings at any time up to six months before the hire period begins. We will send you notice of any changes in writing. In the event of a change you may cancel your booking with immediate effect without charge, this must be done in writing ASAP. Any deposit will then be refunded to you.
- 1.6 We will automatically deduct 10% of the total net ticket sales on your settlement, a charge for PRS is included within this charge. If you believe you do not need to pay this PRS exemption proof must be sent to us prior to the performance date. Where PRS is not applicable a 7% charge will be made.
- 1.7 Within your hire you will get 2 x technical crew for 6 hours each. Any hours over this will be recharged at £15 per hour.
- 1.8 If we believe you have damaged the theatre (please see equipment) we reserve the right to recharge for repairs. You must repay to us on demand the cost of reinstating all or any part of the Theatre, or any property in or upon the Theatre, which is damaged, destroyed, stolen or removed in relation to your hire.

### **2.0 Payment:**

- 2.1 All charges will be deducted at settlement stage.
- 2.2 If the Box office takings (ticket sales) are insufficient to cover the hire charges then an invoice will be sent to you for the remaining amount. This will be due for payment within 30 days of receipt of the invoice.
- 2.3 We reserve the right to set off any hire charges or other sums due to us from the box office takings through your settlement.
- 2.4 If at your request we make any booking on your behalf (e.g. Equipment) you must pay all charges due in respect of that booking.

### **3.0 Cancellation:**

- 3.1 Cancellation of your booking MUST be made in writing to our General Manager. If you cancel your booking more than seven days after deposit/contract has been returned to us, the deposit will be non-refundable. This will cover any costs suffered by the Theatre due to cancellation.
- 3.2 We may cancel your booking in circumstances where:
  - (a) You commit a material breach of these terms and conditions, or you commit a non-materials breach and fail to remedy it within a time specified by us.
  - (b) We reasonably believe that you have misstated the nature of the event/performance, or we/Central Bedfordshire Council reasonably consider that the event is unseemly, undesirable or carries unacceptable risk of injury to participants.
  - (c) A Force Majeure Event occurs (The Theatre becomes unavailable for reasons outside of our control. Examples include but are not limited to: calamity; civil war; terrorism; fire; flood; earthquake; strikes or lockouts; withdrawal of consents or licenses; breakdown of machinery; failure of supply electricity/gas or water; government restrictions; act of god; necessary and unavoidable repairs or health and safety concerns; pandemic etc.). In the event of a Force Majeure occurring the Theatre will work to re-schedule performances with you to the next available convenient date. The theatre will always work with Hirers to reschedule a date as opposed to cancelling where possible.
  - (d) Central Bedfordshire Council requires the Theatre during the hire period in connection with Parliamentary or District Council elections, an occasion of national rejoicing or mourning, or for a purpose which in their opinion is of civic/national importance. If we need to cancel your booking for any of these reasons we will explain in full details to you and give as much notice as is



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reasonably possible under the circumstances. If we cancel your booking due to (a)/(b) reasons the £500 deposit will be non-refundable. If we cancel your booking due to (c)/(d) reasons we will refund any deposit/hire charges already paid (or partial if hire is interrupted/cut short) to you asap.

**We strongly recommend that you obtain cancellation insurance – The Grove Theatre will not be liable for any external charges incurred through cancellation under any circumstances (i.e. licenses/set charges etc.)**

## 4.0 Permitted Use:

- 4.1 You must not use the Theatre for any purpose other than that stated on your enquiry/booking form. A member of our staff will be present at all times and will terminate any performance/behaviour they deem to differ vastly from the booking. Their word is final.
- 4.2 You must not use the Theatre for sale of good by auction to the public without first obtaining written consent by the General Manager, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation.
- 4.3 You must not use the Theatre for the purpose of gaming without first obtaining written consent by the General Manager and any necessary licence/permit.

## 5.0 Premises Licence:

- 5.1 You must comply with the terms of the premises licence held by the company, as notified to you by us.
- 5.2 A bar service is available for an extra charge (£150 per hour) for hirers on request during non-performance times and will be open for the public during performances.
- 5.3 We reserve the right to be the sole supplier of alcoholic refreshments, confectionery, ice creams etc. at all events.

## 6.0 Equipment:

- 6.1 As part of the hire contract you will be entitled to use of the in-house equipment as stated in the technical specification.
- 6.2 You must not obstruct the gangways, aisles, corridors, stairs, vestibules, landing, entrances or exits of the Theatre under any circumstances.
- 6.3 You must not drive nails, hooks, screws, tacks or any similar objects into the walls, pillars, wood work, floors, or furniture of the Theatre. Or otherwise damage any fixtures and fittings of the Theatre.
- 6.4 You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the Theatre without the consent and supervision of the Technical Manager. This must be done in accordance with any of our Health and Safety procedures, our Technical Manager/General Manager's word is final.
- 6.5 No open fires, creosotes, petrol or spirit stoves/machinery or any dangerous/flammable materials should be brought into or used in any part of the Theatre without prior written approval from the General Manager/Technical Manager and Central Bedfordshire Council's licensing officer.
- 6.6 You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/snow, CO2 or oil without prior written consent from the General Manager/Technical Manager. Our Theatre staff may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the Theatre.
- 6.7 All necessary documentation will be required for any equipment brought into the Theatre. (Risk assessments/PAT certifications/relevant qualifications etc.)

## 7.0 Marketing and Promotion:

- 7.1 As part of your hire contract we agree to display the marketing materials you provide (posters/flyers), we will share organic social media posts and will include 1 composite e-shot to customers. If your booking requires a Brochure entry this will be recharged at £350 and any additional e-shots will be charged at £65.
- 7.2 Please note that the posting of posters on notice boards, shops and private dwellings is only permitted with the owner's permission. The posting of posters on unauthorised sites (i.e. traffic signs/lamp posts etc.) constitutes an offence under the Town and Country planning (Control of Advertising) Regulations 1969. Central Bedfordshire Council may take proceedings if such an offence is committed and we reserve the right to cancel your booking should such an offence be committed.

## 8.0 Theatre Staff:

- 8.1 As part of your hire contract the relevant box office and front of house staff will be provided for ONE performance within each days hire, if you have more than one performance per day, this will incur a staffing charge at the usual NLW rates. You are responsible for keeping us fully updated on any changes to the nature of the event that may affect staffing levels to ensure smooth running of your event.
- 8.2 For any booking that involves children there will be a mandatory recharge of £100. This will cover a member of Theatre staff to monitor stage door and act as a backstage runner. This is compulsory as it forms part of our safeguarding policy.
- 8.3 You will be provided with 2 x technical crew for 6 hours each, a total of 12 hours per day. Anything over this time will be recharged

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- at £15 ph. As part of our health and safety you must have 2 members of our technical team present at all times during your hire.
- 8.4 Under the working time regulations policy, all staff are entitled to a 20 minute break for every 6 hours worked. During this time, all performers, organisers, chaperones etc. need to be clear of the stage area. If designated break times have not been pre-agreed, the technical manager or appointed staff member will work with you to decide upon the crew break times. If crew breaks are missed due to overrunning rehearsals / shows, each missed break will be charged at £24.00 each per hour.

## 9.0 Requirements and Restrictions:

- 9.1 All performers are required to use Stage Door to enter and exit the building. The front doors of the theatre are for public access only. We at all times retain the exclusive right to determine the opening and closing times of and the restrictions on entry to the theatre.
- 9.2 No other person(s) other than those taking part in a performance (i.e. performers/crew etc.) shall be permitted backstage or in the dressing rooms, green room and back of house stairways.
- 9.3 You must take every care to ensure that undesirable person(s) are not permitted to enter any non-public areas and you are responsible for good order and conduct during your hire period.
- 9.4 You must ensure that the theatre is vacated by all person(s) at the end of the hire period. Any additional time will incur an additional charge of £250 per hour. All articles brought with you to the theatre in connection with the event must be removed by the end of the hire period unless otherwise agreed in writing by the General Manager/Technical manager.
- 9.5 We reserve a right of entry to the theatre for any of our staff/Central Bedfordshire Council's officers as authorised by our General Manager.

## 10.0 Complaints:

- 10.1 Any complaint relating to your hire should be directed in the first instance to the General Manager within 7 days of the cause of such complaint arising.

## 11.0 Limitation of Liability:

- 11.1 Neither party excluded of limits liability to the other party for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation nor where liability cannot be excluded or limited as a matter of law.
- 11.2 The Theatre are responsible for losses you suffer as a result of us breaching our obligations under the hire contract if losses are a foreseeable consequence of said breach. Losses are foreseeable where they could be contemplated by both parties at the time the hire contract is entered into. We are not responsible for indirect losses which happen as a side effect of the main loss or damage which are not foreseeable. For example profits, loss of use, loss of goodwill, loss of opportunity or any business loss.
- 11.3 It is your responsibility to ensure that the theatre is suitable for the event. If you wish to check the suitability of the Theatre prior to booking you should arrange a viewing with the General Manager prior to signing the contract/paying deposit.

## 12.0 Sale of Tickets for Events:

- 12.1 We will provide a Box office service as part of the Hire contract. The Box office service will undertake both advance sales and door sales on your behalf prior to the event.
- 12.2 The opening hours of the Box office are at our discretion and will be in line with production start times.
- 12.3 Payment of box office takings (less any hire fees and any other sums due) shall be made to you via BACS payment once settlement has been sent through and agreed. We will send over the settlement document, we will then require an invoice from you for the outstanding amount owing. This will then be processed and payment made within 30 days.
- 12.4 We reserve the right to offset any charges owing to us via box office takings or otherwise.

## 13.0 Intellectual Property:

- 13.1 You must not permit the event to be recorded, televised/broadcast, or take photographs/videos without the General Managers written permission.
- 13.2 You must ensure that no work in which copyright exists is performed unless written permission has been obtained from all copyright owners. This must not be broadcast, unless specific consent to broadcasting has been obtained.
- 13.3 You are responsible for and must pay all taxes and any royalties chargeable or payable in respect of the event.
- 13.4 Where the event involved the performance of copyright musical works covered by our PRS licence you must comply with the terms of our licence.
- 13.5 If you have a PRS exemption certificate, a copy must be sent to the General Manager as soon as it is obtained prior to the performance date.
- 13.6 Copyright work not covered by PRS licence must not be performed without the consent of the owner, you are responsible for obtaining such consent. We can request evidence of this at any time during your hire.

## 14.0 Health and Safety:

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- 14.1 You must fully comply with all applicable conditions and rules of management for places of public entertainment, in particular (but without limitation) the use of non-flammable or flame-proofed materials for scenery, curtains, drapes or set-dressing etc. If you have any queries please contact our Technical Manager for further clarification of what is required.
- 14.2 You must fully comply with all requirements of the Health and Safety at Work Act 1974 (and all future amendments thereto), in particular (but without limitation) the need to provide confirmation that all equipment used for the event complies in all respects with required codes of practice (e.g. electricals have PAT testing certificates, hazardous substances have appropriate COSHH documentation and that the entire event has suitable risk assessments). If you have any queries please contact our Technical Manager for clarification.
- 14.3 You and all persons authorised by you to take part in the hire, who are in the Theatre in connection with your event MUST follow the safety rules set out to you in a briefing given by our technical team on commencement of hire. This will include (but is not limited to) the following:
- (a) Do not place any obstructions on stairs or in passages, or obstruct access to places of work in anyway.
  - (b) Use handrails when ascending or descending stairs and DO NOT RUN.
  - (c) Clean up spillages on floors and staircases immediately or ask staff member for assistance.
  - (d) Do not allow the cables of machinery, electrical appliances and telephones etc. to trail on floors where they are likely to become a tripping hazard.
  - (e) Do not obstruct fire exits or access to fire-fighting equipment. Do not wedge open fire doors (internal or external).
  - (f) Make sure you know the evacuation procedure in case of a fire and all means of escape from the building. If you are unsure ask a member of staff to go through this with you as a matter of urgency.
  - (g) Do not try to lift or carry any load that is too heavy or bulky; get help. Make sure you can see over any load you are carrying.
  - (h) If you have to climb, ensure suitable ladders are used and properly secured at the top/bottom. Only persons with ladder training should use ladders whilst in the Theatre, we will ask for any relevant proof of training before allowing anyone use of ladders. Do not use chairs/boxes etc.
  - (i) Keep articles of clothing and other combustible materials away from open fires, electric or gas heaters and naked bulbs.
  - (j) Do not attempt to install or service electrical fittings or equipment. This must only be done by a competent electrician at the Theatre's request only.
  - (k) Remove plugs from sockets before cleaning any appliances. Report any defect and faults with appliances to the Technical Manager/Duty Manager immediately.
  - (l) Protective clothing and equipment must be worn at all times when doing work of a hazardous nature (including steel toe caps for get in/get out's on stage and hard hats for rigging). If you are planning any works of this nature, written consent must be sought from the Technical/General Manager prior to your hire date.
  - (m) Make sure that all machinery guards are in position and correctly adjusted before using any dangerous machinery, only person(s) authorised to do so (had correct training and proof of this) will be allowed to use such machinery.
  - (n) Make sure you know who our on-site first aider is and how you can contact them. Our technical team should notify you of this arrival and where/how to find them should an accident occur.
  - (o) Report any dangerous conditions to the Technical Manager/Duty Manager ASAP.
  - (p) Accidents/Incidents/Near misses, however small must be reported to the Technical Manager/Duty Manager to ensure the appropriate action can be taken and the relevant paperwork can be filled out.
  - (q) Any electrical equipment brought into the Theatre must be set up by a competent person (qualified, proof of this must be supplied), and the equipment is the responsibility of that person or their authorised representative.

## 15.0 Safeguarding:

- 15.1 Where a hire includes children/vulnerable adults a copy of the safeguarding policy must be sent to the General Manager at time of booking to be kept on file. This can be updated throughout the hire process but a final copy must be sent to our General Manager a minimum of two weeks before.
- 15.2 The correct number of chaperones must be used (please see government guidance for this) and a copy of the chaperoning policy must be provided to the General Manager at the time of booking. (This can be updated but must a finalised version must be received 2 weeks prior to the performance). We will also require proof of chaperoning licensing and any other relevant paperwork given by the relevant councils/governing bodies.
- 15.3 Chaperones must be DBS checked and their DBS number must be available to us should we require them.
- 15.4 Chaperones and helpers will be assigned a badge that identifies their role, this must be worn at all times whilst in the theatre.
- 15.5 When assigning dressing rooms the chaperones must be included within the capacity numbers.

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15.6 Any concerns we have with safeguarding will be raised ASAP, these will have to be resolved prior to the hire. If items raised are not rectified the hire will not be permitted to take place.

## 16.0 Area Capacities:

16.1 It is your duty to ensure that the maximum number of persons admitted to the theatre does not exceed the limit imposed by the relevant licensing authority.

16.2 Room capacities must be observed, they are as follows:

- (a) Dressing Rooms 1-4 = Maximum of 12 people per room.
- (b) Dressing Rooms 5 & 6 = Maximum of 22 people per room.
- (c) Green Room = Maximum of 40 people.
- (d) Function Room = Maximum of 100 people.

Please note these numbers may vary depending on the room layout required and if social distancing measures are in place.

Signed:

Date:



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I have read and accepted the Grove Theatre terms and conditions of hire.

I understand any technical hours over 2 x 6 hours are recharged at £15 per hour, I understand tech must be present at all times when the stage is in use for rehearsals and performance.

I understand a 10% box office fee is applied to total net sales unless I supply a PRS exception certificate and then the fee applied is 7%

I have returned a signed copy of the contract, T&C's and paid £500 deposit to secure my booking.

I have completed the on sale info and returned it in order for show to go on sale.

I understand if children are used within a production I must supply a copy of safeguarding policy, Grove Theatre reserves the right to supply a stage door monitor or runner which will be recharged on settlement.

I agree to supply Grove Theatre with a copy of insurance certificate for my event.

Signed:

Date:

Please sign both copies retaining one for your records and return the other with the terms & conditions signature sheet along with the required fee (see above) to:

**Private Hires Department, Grove Theatre, Grove Park, Court Drive, Dunstable, Bedfordshire. LU5 4GP**

Grove Theatre is managed by Stevenage Leisure Ltd in partnership with Central Bedfordshire Council.

Stevenage Leisure Ltd, Lytton Way, Stevenage, Hertfordshire, SG1 1LZ

Registered In England No: 1144638

VAT Number: 700 3776 62

**Please make cheques payable to: Stevenage Leisure Ltd**

**Or for BACS payments use the below details:**

**Bank Name: Lloyds**

**Bank Account Name: Stevenage Leisure LTD**

**Sort Code: 30-84-77**

**Account Number: 45872760**

Signed for Grove Theatre: Rhea Yeung (to be taken as countersigned)

Date: