



THEATRE SHOW BOOKING FORM

Issue 7

Please note that your booking is not confirmed until the signed booking form and deposit is returned. Please return this within 14 days or we will assume you do not wish to go ahead and we may re-let the space. Your show cannot be put on sale or tickets printed until this form is returned.

Name Position
Organisation
Address
Telephone Day Eve Mobile
E-Mail
Nature of Event Title of Event.....

Please indicate which areas you require;

- 3 Dressing Rooms (will take a total of 18 people) **YES/NO**
- *Additional Gallery Dressing Room (for 25 people) **YES/NO**
- *Additional Downstairs Dressing Room Space – Enter times required below **YES/NO**
Alexander Wilding Fetherstone Check availability when booking Theatre

Which seating layout would you like?

- 420 seats – no Stage Extension and no live band/orchestra **YES/NO**
- 377 seats – 4ft Stage Extension **YES/NO**
- 329 seats – 4ft Stage Extension **and** live band/orchestra **YES/NO**

If you require any seating other than the normal raked seating, please give details of your preferred layout.

Do you have Public Liability Insurance?

YES/NO

If you do, please send a copy of the certificate. We may not be able to accept your booking unless you have Public Liability Insurance.

Does the performing of this show require you to purchase a licence?

YES/NO

If a licence is required please enclose a photocopy for our records.

Please indicate how tickets will be sold. Wyllyotts Box Office / Hirer’s Box Office / Joint Box Office
For use of the Wyllyotts box office & Internet ticketing service there is a charge of 10% of the nett value of the tickets sold plus vat.

***Do you require a set of tickets printed with performance times, dates and the show title?**

N.B. The tickets will not show the price.

YES/NO

For most public performances our Bar & Café facilities will be open one hour before the show. If you would like any additional catering information or longer opening times please discuss this with us.

***Do you wish to be included in the Wyllyotts Entertainment Brochure?**

YES/NO

Price, space availability and copy deadlines available on application to the Marketing Manager.

* = Subject to extra charges

April 2016



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HIRE PERIOD				SHOW TIMES	DRESSING ROOM TIMES			
DATE	DAY	FROM	TO	BEGINS	REQD.	FROM	TO	
					YES/NO			
					YES/NO			
					YES/NO			
					YES/NO			
					YES/NO			
					YES/NO			
					YES/NO			

Wyllyotts must supply a minimum of two ushers for all hires of the main hall. For an audience of more than two hundred people 3 ushers are required. You may supply one or two ushers yourselves. If you supply your own ushers they must be willing and capable of selling ice creams and picking up litter at the end of the show. Please state how many ushers you would like us to supply. Two ushers are charged at £7.50 plus vat per hour. Additional ushers are each charged at £7.50 plus vat per hour. They arrive 30 minutes before the show and leave 30 minutes after the show.

How many Wyllyotts ushers do you think you will require? Exact numbers can be confirmed closer to your booking. TWO/THREE

Based on the information we have, the cost of your hire will be calculated. Any changes to this specification must be made in writing and may affect the final price of your hire.

We highly recommend that you hold a production meeting with our Technical Manager to discuss your technical requirements as this may effect your final price. Contact robert.hearn@hertsmereleisure.co.uk All electrical equipment should be PAT tested and we recommend the use of Wyllyotts electrical equipment. If you would like further information on this please contact our Technical Manager.

A non-refundable deposit of **£600.00** is required to confirm and secure this booking. Please complete this form as fully as possible and return to; **Wyllyotts Theatre, Darkes Lane, Potters Bar, Herts. EN6 2HN**

I enclose cash/cheque for £ Cheques made payable to **Hertsmere Leisure**.

You will be invoiced before the hire and the balance of the hire payment is due 14 days before the event. Payment of deposit and final invoice can also be made by BACS and Debit or Credit card.

BACS payments – Please send notification of payment to accounts.sales@hertsmereleisure.co.uk quoting your customer code or organisation name as a reference.

Bank name: **Royal Bank of Scotland** Account No: **10118145** Sort Code **16-30-24**

I have read and agree to abide by Hertsmere Leisure’s Standard Conditions of Hire and Specific Conditions of Hire. I understand that full payment will be required before the event.

Signed Print Name Dated

- Enclosed with this form are:**
- List of Technical Extras with prices
 - Hertsmere Leisure’s Conditions of Hire which you will need to sign and return.
 - Price quotation based on the information currently available.

For Internal Use			
Deposit Received £.....	Date	Receipt No	
Entered in Dairy YES/NO	Full Amount Paid YES/NO	Date	
Public Liability Insurance checked? YES/NO/NA.		Licence Received? YES/NO/NA	

April 2016