



Abbey Theatre Booking Application Form

Name of Applicant:

Telephone:

Fax:

On Behalf of:

(Company/Group/Society)

Mobile:

e-mail:

Address for Invoice:

Post Code:

Date(s) applied for:

Please indicate usage and *precise* times required

Options: Performance, rehearsal, festival, event, dressing room, meeting, other (please specify)

Day/Date:	Auditorium	Etone Lounge	Milby Room	Small Bar (first floor)	Foyer

Please complete ALL information regarding the production on the following page.

Return this form to the Abbey Theatre at the postal address or e-mail address below. Receipt by e-mail will constitute a signed copy.

Please note that a general deposit will be charged on all bookings for the auditorium. You will also be sent a summarised estimate of the costs to be invoiced, based on the information given above. The figures quoted may vary, depending upon actual usage times. Any additional time or rooms used will be charged at the standard rates.

The NAC may add extra charges for rehearsals/setup dates where stage lighting is utilised.

The NAC reserves the right to withhold a booking until any requested deposits have been paid in advance. The NAC also reserves the right to refuse any booking, without reason, whether provisional or confirmed.

The Nuneaton Arts Council pays annual fees to the Performing Rights Society (PRS) and Phonographic Performance Limited (PPL) based on information received from hirers. You are obliged by the NAC to supply ticket information and box office totals for each performance/event held at the Abbey Theatre. A simple form to facilitate this will be sent to you, but can also be downloaded from our web site.

Any performances which require specific royalties are to be paid by the production company involved, and evidence of any licenses granted must be provided to the NAC on demand.

DECLARATION.

I have read, understood, and agree to abide by the general conditions of hire (a copy of which has been made available to me) and I will ensure that all members of my group/society are aware of the general rules for hirers.

Signed *Date*

Name (printed)

CONFIRMATION OF BOOKING.

Please accept confirmation that the booking application as set out above has been accepted by Nuneaton Arts Council

Signed *Date*

Name (printed)

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**Pool Bank Street, Nuneaton,
Warwickshire, CV11 5DB**
www.abbeytheatre.co.uk
admin@abbeytheatre.co.uk

☎ 024 76 327359
Regd Charity No 259613

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Please complete all fields below in the case of a performance/event.

Name of Production Company: <small>(For tickets/flyers/publicity materials)</small>			
Title of Production/Event:			
Days/Dates of Performance(s):			
Start Times of Production/Event:			
Box Office Contact:	Name:	Tel:	e-mail:
Ticket Prices:	<i>Adults:</i>	Is a Bar License Extension required?	YES/NO
	<i>Concessions:</i>	If so, what times and on which days/dates? <small>(Additional charges may apply)</small>	
Do you wish the NAC to print professionally printed tickets on your behalf? Y / N			
If YES do you require them to have seat numbers? <i>(Seating plan available on request)</i> Y / N			
Please enquire about current cost of ticket printing.			
Publicity: Please provide posters/flyers for your show well in advance. Where possible, please also supply any graphics logos or photographs that can be used in NAC and other publicity/marketing materials as well as on the Abbey Theatre web site. The NAC sends out a quarterly colour flyer to our mailing list.			
If you have a web page you would like us to hyperlink to, please show it here. _____			
The NAC can host the box office for some or all of your tickets. If this is required, please use our box office telephone number on all promotional materials – 024 76354090 – and also include our e-mail address boxoffice@abbeytheatre.co.uk			

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It is the hirer's responsibility to ensure that their production is staffed by competent personnel, familiar with both general theatre safety and house rules.

Technical staff must also be fully conversant with all technical facilities required for said performances. Training/familiarisation with house equipment can be given on request. A support technician will usually be on hand during setup/performances if required.

Staff may be engaged by the NAC on application (in advance) to the Stage Director – please note that additional fees may be charged for this.

Hirer's Staff:	Name:	Address:	Phone No/e-mail:
Stage Manager:			
Lighting Engineer:			
Follow Spot Operators: <small>(If required)</small>			
Sound Engineer			
Front of House Manager:			

A full list of equipment available for use for performances can be requested from tech@abbeytheatre.co.uk - please specify your technical needs in advance, as it may not always be possible for certain items to be made available on the day.

Some items **will** attract additional charges, including radio microphones, (plus batteries) and moving light fixtures. If requested in advance these items will be detailed on your summary.

Notes from the Hirer:

Please enter below any notes or special requirements for your event/production/meeting.