

INCES HALL - APPLICATION FOR HIRE

NAME OF APPLICANT/HIRER: _____

NAME OF ENTITY (IF ANY): _____

ADDRESS: _____

TELS: _____

FAX: _____

EMAIL: _____

REGISTERED AS A CULTURAL ORGANISATION-----YES/NO

If "YES" please enter registration number _____

If "NO" and you are a cultural entity, you must register your organisation with Gibraltar Cultural Services Before you can apply for use of the Theatre OR

If "NO" and you are not a cultural entity or do not *wish to register (see 5)

N/A

LIGHT/SOUND TECHNICIAN REQUIRED: _____

YES/NO

IF OWN LIGHT/SOUND TECHNICIAN: NAME: _____

TEL: _____

REHEARSAL DATES: _____

PERFORMANCE DATES: _____

GALA PERFORMANCE DATE (IF ANY): _____

DETAILS OF VIPs/DATES (IF ANY): _____

PROPOSED TICKET PRICES: _____

SPECIAL REQUIREMENTS:

(Please note a fee may be chargeable. Please ascertain any costs before committing.)

(Please use separate sheet if required)

I have read and understood the 'Conditions of Hire' of the Ince's Hall Theatre and Complex and I agree to abide by them and any other conditions made known to me in respect of the use of the Theatre's premises and also to have all persons involved with this production abide by them too.

SIGNATURE OF APPLICANT/HIRER: _____

DATE: _____

**GIBRALTAR CULTURAL SERVICES WILL KEEP AND USE INFORMATION SUPPLIED IN THIS APPLICATION FORM IN LINE WITH THE DATA PROTECTION ACT 2004.
GCS MAY RELEASE THIS INFORMATION TO OTHER GOVERNMENT DEPARTMENTS AND/OR AGENCIES.
GCS WILL ONLY USE PERSONAL DETAILS PROVIDED HEREIN FOR THE PURPOSE OF ADMINISTERING THE THEATRE**

OFFICE USE ONLY

PROOF OF COPYRIGHTS, LICENCES, PERMISSION, PRS AND RECEIPTS, AS RELEVANT, ARE TO BE ATTACHED.

FORM RECIEVED BY: _____ DATE: _____

BOOKING APPROVED BY: _____ DATE: _____

CULTURAL REGISTRATION NUMBER: _____

FURTHER CONDITIONS TO BE MET: _____

DATES OF BOOKINGS APPROVED: _____

DEPOSIT (£250) RECEIPT No: _____ DATE: _____

CHEQUE COLLECTED DATE: _____ CHEQUE COLLECTED BY: _____

COST OF HIRE:

	No.		
REHEARSALS		@ £25 each	= £
DRESS REHEARSALS		@ £75 each	= £
PERFORMANCES		@ £300* each	= £
SOUND & LIGHT TECHNICIAN		@ £20 ph (w/day)	= £
		@ £30 ph (w/end)	= £

EXTRA FEES (DETAILS):

TOTAL TO BE PAID = £

AMOUNT PAID: _____

RECEIPT No: _____

DATE: _____

***A Special concession rate for charities and non profit organisations is available at @ £100 per performance by prior approval. Proof of charity details including registration number, must be attached to the application form if applying for concession rate. Additional information may be required before approval is granted. The decision for concession rate to apply is at the discretion of Management. All other fees will be applicable as set.**

TECHNICAL CONDITIONS & FEES

TECHNICAL CONDITIONS

The in-house technician's fees will be applicable during weekdays Monday to Friday after 16:30hrs and anytime during weekends and/or bank holidays.

Should you wish to book the in-house technicians, please do so by completing this part of the application form. A member of staff will contact you to arrange an initial meeting to discuss your technical requirements. You will be required to pay ALL fees, including technical fees and any other fees for extra hire of equipment, prior to the start of your booking.

You may use your own sound and/or light technicians; however, they must be considered competent operators and must prove they are experienced in the type of equipment being supplied. Your chosen operator must consult with the in-house technicians at all times in the lead up and during the event, even if they are not using the Theatres equipment.

You are welcome to bring your own technical equipment; however, you must consult with the in-house technicians prior to the start of your booking. You must state what you plan to bring and exactly where you plan to set it up. Approval will be granted provided the electrical installation complies with safety regulations and can cope with the load, and in the case of sound equipment, provided that we do not feel additional equipment will result in a volume that will cause undue disturbance to the rest of the complex and its users.

The Technical control room will be opened and closed by a member of GCS staff. Please state the days/times you will need this facility open. Failure to notify us beforehand, may result in none use of this facility.

FEES

In-house sound & light technicians: £20 per hour per technician and/or £30 per hour per technician during weekends and bank holidays

Please complete:

IN-HOUSE LIGHTING TECHNICIAN REQUIRED: YES/NO

If not please specify your approved operator:

Name: _____ Telephone: _____

IN-HOUSE SOUND TECHNICIAN REQUIRED: YES/NO

If not please specify your approved operator:

Name: _____ Telephone: _____

Please specify what days/times you wish to use the Theatre Control Room (fees might be applicable):

INCE'S HALL THEATRE & COMPLEX
CONDITIONS OF HIRE

PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. A £250 deposit is payable at the time a booking is confirmed by Gibraltar Cultural Services. This deposit will be refunded, after the event, only if it is established to the satisfaction of the Facilities Director that no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.
2. The hirer will be held responsible for any damage, deficiency or loss caused to any area or part within the Ince's Hall Complex, its fittings or any equipment therein and will have to meet the costs that may be incurred by Government in replacing/making good.
3. If a production (or any part of it) is subject to Copyright and/or Performance Rights, it is the hirer's responsibility to ensure that the relevant author's and/or copyright holders' permission is obtained prior to the staging of the performance and that any royalty or other fee is paid in advance. The relevant permission licences and receipts must be presented to the Facilities Director at least two weeks prior to the first performance. Failure to do so will result in the cancellation of performances.
4. Productions which in the opinion of the Facilities Director are likely to fall below certain cultural standards, or which might be considered obscene, seditious, libellous or likely to incite racial hatred or a breach of the peace, will not be allowed.
5. If the applicant is considered to be a Cultural Entity organisation by the Facilities Director, the organisation **MUST** be registered with Gibraltar Cultural Services Before applying for use of the Theatre. Failure to register beforehand will result in application not being approved.
6. Gibraltar Cultural Services will not be responsible for any liability, whether or not covered by its own insurance policy, for the loss, theft or damage to any scenery, costumes, property, equipment or items belonging to the hirer. The hirer is advised to procure relevant insurance cover.
7. Under no circumstances will it be permissible for naked flames to be in use, either in the auditorium or on the stage and backstage areas. The Fire Prevention Department will inspect the theatre prior to each performance and if the pertinent Fire Regulations are breached in any way, the Facilities Director has the authority to stop a performance.
8. All aisles, gangways and fire exits must be kept clear at all times. The hirer will designate responsible persons to be located at all exits in order to ensure prompt evacuation of the building in case of an emergency. If an orchestra is used in a production, a passageway with a minimum clearance of one and a half metres between the orchestra and the first row of seats is required.
9. No smoking, eating or drinking is permitted in the theatre at any time. The hirer is required to make a public announcement to the audience to this effect prior to the start of every performance. If it intended to sell food and or drinks elsewhere other than the Hall it may only be done as stipulated by the Facilities Director.
10. No commercial advertising of any kind will be permitted within Ince's Hall or any areas within its complex. The only exception in respect of advertisements which may be considered by the Facilities Director and from whom prior approval must be sought might be that forming part of a poster for a specific show or concert.

11. No painting, construction work, etc, with the exception of setting-up and dismantling of sets, will be allowed on the stage, backstage or auditorium. Sets and props must be removed the day immediately following the performance, unless previously arranged with the Facilities Director and failure to do so may result in forfeiture of the deposit as well as a charge for making any damage good.
12. Placards in the Hall's lobby and main staircases are available to the hirer for the sole purpose of setting up photographs and posters. Under no circumstances will any other type of material, decoration, etc, be placed or affixed on any walls, ceiling, etc, on the lobby, main staircase, auditorium or walls of the building pertaining to the Ince's Hall complex.
13. It is forbidden to pin or staple any material of whatever kind on the stage curtains. The use of confetti or glitter during any performance is strictly prohibited.
14. No Parking is allowed inside the Inces Hall Courtyard.
15. It will be the responsibility of the hirer to appoint a competent adult person to be directly responsible for all sound and lighting equipment. This person must have a proven working knowledge of the Hall's equipment and the Facilities Director must approve the nomination prior to any rehearsals and performances. No alteration(s) to the standard lighting plot will be permitted without the prior written consent of the Facilities Director. The stage lighting and/or sound equipment within the Ince's Hall Theatre must not otherwise be modified in any way whatsoever.
16. The hirer will be responsible for the opening and closing of the Theatre and Ince's Hall Complex, and will ascertain that all lights, etc, are switched off prior to closure.
17. The courtyard gates opening hours are from 0800 hrs to 2000 hrs. Gates can be arranged to be open only on performance nights by informing the Gibraltar Cultural Services booking clerk in advance of booking.
18. Charges for the use of the theatre are as follows:

Performances	-	£300 each or £100 (Special Concession for Charities)
Dress Rehearsals	-	£75 each
Rehearsals	-	£25 each

18. Should the hirer cancel or postpone a confirmed booking:-
 - with not less than three calendar months notice before commencement date of the hiring period, the full deposit and any hire fees paid will be refunded.
 - with less than three but more than one calendar month notice before commencement date of the hiring period, the full hire charge will be refunded but the deposit payment made shall be fully forfeited.
 - with less than one calendar month notice before commencement date of the hiring period, the full hire fee shall apply and the deposit payment made shall be fully forfeited.
 - If a booking is made with less than one calendar month notice any cancellations made after the required deposit and hire fees have been paid shall be liable to all charges as detailed above.