**Hire & Event Information**

**OPENING HOURS**

Monday - CLOSED (available for out of hours bookings)

Tuesday - 3pm-8pm

Wednesday - 10am-4pm

Thursday - 3pm-8pm

Friday 10am-4pm

Saturday - CLOSED (available for out of hours bookings)

Sunday - CLOSED (available for out of hours bookings)

**ROOMS FOR HIRE (£25 per hour per room)**

**THE VENUE** (50 capacity)

**THE LIVING ROOM** (50 capacity and out of hours bookings only)

**THE GREENROOM** (15 capacity)

**THE WELLBEING ROOM** (15 capacity)

We can provide, a projector & screen, microphones and a selection of sound systems and lighting options.

***An additional £20 will be added if you require any of the technical hires & assistance.***

An additional £20ph will be added to the invoice to cover staff fees, which is required when a booking is made **outside** of the opening hours. This cost covers 2 members of staff.

**CAFE BAR & REFRESHMENTS**

The Place can offer refreshments from their Cafe Bar at a reasonable price (can be added to the invoice if you wish to provide free refreshments for your event)

If you wish to provide a bar (serving alcoholic drinks) then a minimum of 6 weeks’ notice is required and an additional £21 to cover the application of a Temporary Events Notice.

The Place is not able to provide catering, but we welcome you bringing in your own food if you wish.
***An additional charge of £10 is required to cover cleaning and disposal of waste.***

**CANCELLATION POLICY**

Any cancellation or rescheduled booking made with less than **48 HOURS** notice will result in a cancellation fee of 50% of the booking total.

**Completed Forms to be returned to meet@tinshedtheatrecompany.com**

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| **CUSTOMER DETAILS (THE HIRER)****Where the Hirer is not a limited company the name of an individual who is personally responsible to Tin Shed Theatre Co.** |
| Company/Club/Organisation  |  |
| Hirer’s Name |  |
| Address |  |
| Tel. No. | Work/Mobile |  | Home |  |
| E-mail |  |

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| --- |
| **BOOKING/EVENT DETAILS & PERIOD OF HIRING** |
| Booking Title  |  |
| Date |  |
| Start Time (incl. set up) |  | Finish Time (incl. actual end after pack down) |  |

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| **ESTIMATED NUMBERS ATTENDING:** |
| Estimated number attending |  |

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| --- | --- |
| **ROOMS:** |  |
| The Living Room |  | TheVenue |  | GreenRoom |  | Wellbeing Room |  | Stiwdio |  |

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| **Booking Description - Please provide as much details as possible** |
| **Booking Description** |  |
| **Are you opening to the public (a drop in)** |  |
| **Do you require the cafe bar to be open?** |  |
| **Do you want the cafe bar to serve alcohol?** **(Please note we require at least 6 weeks notice if you wish to serve alcohol and an extra £21 will be added to cover the Temporary Events Notice) -**  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUIPMENT** | Projector |  | Screen |  | Sound system |  | Wi-Fi |  |
| **Computer** | Please let us know what input/output your laptop requires? |
| **Set Up requirements (tables/chairs etc)** |  |
| Other (please specify) |  |
| **CATERING - if you wish to bring in your own catering please provide the details and be aware of the extra cleaning/waste removal charge** |
| **Details** |  |

**Invoice – sent from Tin Shed Theatre Company**

**Payments need to be paid in FULL within 14 days of receiving the invoice.**

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| **IMPORTANT NOTES** |
| Invoice Name & Address |  |
| E-mail -  |
| **Purchase Order Number (if required)** |  |

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