

Hanger Farm Arts Centre Agreement For Hire Of Facilities



Name Organisation/Individual:

Name of Event:

Name & Address of Contact:

Telephone No:

Email Address:

Name and Address of Treasurer/Administrator:

(To whom correspondence may be sent)

Telephone No:

Email Address:

Purpose of Hire:

Apart from the Organisers is the proposed hire exclusively for Young persons under 18?

Dates required:

Times:

Facilities required:

Do you require our In House Technician?:

Number of people using the space:

Number of Seats required: (Minimum 90, Advised Maximum for a theatre: 120, for a live band: 150)

Tickets to be produced by:

(Please state whether the company will be producing their own tickets or if Hanger Farm are required to order tickets. Also if Hanger Farm are ordering the tickets if you want a certain amount to be reserved for the company to self-sale, and the same vice-versa)

Ticket Prices:

Ticket Deals: (If applicable)

Company Time of Arrival:

Event Start Time:

Expected Time of Departure:

Will recorded music be played before, during or after your event? This is for PRS licensing info.

Choice of hire:

One off hire

Over 25 hours

Over 50 hours

Other (please state)

Payment:

£

Agreed hire payment due

£

Deposit due

Cash - a receipt will be issued on payment

Cheque - a receipt will be issued on payment

Invoice

(Please make cheques payable to *Totton College*)

- 1 I have read and accept the conditions of hire relating to the hire of facilities at Hanger Farm Arts Centre managed by Totton College.**
- 2 I understand that there is a minimum charge for this hire and payment must be made in advance unless otherwise agreed by the Totton College Director of Finance.**
- 3 I am over 18 years of age.**

Signature: _____

Date: _____