



3. SPECIAL REQUIREMENTS

How many seats are required? Quantity:			
Would you like raked seating (334) and extra chairs (34 per row) up to a maximum seating capacity of 470?		Y / N	
Do you require tables?		Y / N	Quantity: <input type="text"/>
Do you require equipment?		Y / N	
Microphones		Y / N	
Projector		Y / N	
Please note, that if you would like lighting/sound/stage microphones, you will need to hire a Technician. They will set up, operate the equipment and take responsibility for safe practice in the Theatre. Please discuss this option further with Kevin White to obtain a quote.			
Will you require a Lighting and Sound Engineer?		Y / N	
Would you like to pay an additional £60 for the room(s) to be cleaned after the event?		Y / N	

4. TERMS AND CONDITIONS

When the booking has been provisionally agreed by the Site Manager, you will be invoiced for payment in advance (including, where applicable, the £50 deposit). Cheques should be made payable to The Thomas Hardy School or you can pay by BACS.

After the event, the deposit will be refunded provided all equipment was packed away and the theatre left tidy and clean. Should the theatre require cleaning (where you had not opted to pay for cleaning) or breakages occur, the deposit will be retained.

It is essential that events do not overrun; please allow enough time in your requested timeslot to set up and pack away.

I/we agree to be bound by the regulations and conditions of hire, by the charges applicable and payment terms, and agree that the delivery of the confirmation of the booking shall be the binding acceptance of this application.			
Signed	<input type="text"/>	Date	<input type="text"/>

N.B. By returning and signing this form you are indicating your acceptance of our Terms and Conditions, including the Health and Safety information detailed on page 4.

5. WHERE TO SUBMIT YOUR FORM

By email to Kevin White, Site Manager	kwhite@thomas-hardye.net
Telephone:	01305 260064 Extn 119
By post to:	Kevin White, Site Manager The Thomas Hardy School Queens Avenue Dorchester DT1 2ET

Once the form has been submitted, the Site Manager will make contact to discuss your requirements and provisionally confirm the booking, subject to payment.



USING THE THEATRE EQUIPMENT

Sound: To play music through the speakers, attach device to the mini jack on lectern (little lead that looks like a headphone connector behind computer). You can attach iPods, phones, laptops or cd players to this (provided they have a headphone port). You then simply press PC1 and it will play. You are able to adjust volume, etc. using the blue buttons.

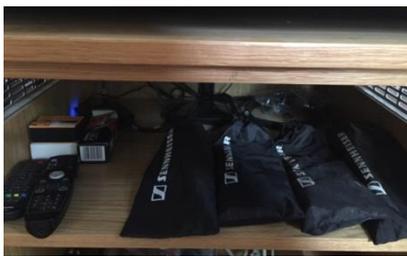
Projector: Press ON button on panel behind the computer and allow approx. 3 mins for system to warm up. Projector screen will then unfold (when button stops flashing). You are then able to log onto the theatre computer using a login and password that will be provided and insert a memory stick or use internet to load file. Alternatively, you can use the laptop connector lead (VGA) to connect your own laptop. You can navigate between the theatre computer and laptop by pressing PC1. To put projector screen back up, press the OFF button.

Curtains: Buttons to control curtains are on the stage on the left hand side – there are 3 buttons in a row the first is open and has I on it. The second says stop and has a circle icon. The third says close and has II on it. You will find a torch in the lectern cupboard – use this if curtains are closed to locate the light switches (on the back left wall of the stage).

Microphone: Two types of mics are in the lectern in bags on the top shelf – handheld and lapel mics. They are turned on by pressing the on button and off by holding the button. You can mute it using the mute button. Should you need to replace the batteries – they are in the lectern on the top shelf.

Stage lights: To use lights, you should email Kashton@thomas-hardye.net, in advance of the booking, requesting the use of the lights. These will be turned on and off for you.

Tidying equipment: Once you have finished using the equipment, please return to the lectern according to the photos attached. It is essential that you leave it neat and tidy for the next people who use the theatre to prevent items being lost or damaged. Please report any breakages or problems to kashton@thomas-hardye.net



Top shelf – all microphones should be in microphone bags (on right).

Batteries and remotes are kept on this shelf.



Middle shelf – replacement wires and attachments are here.

PLEASE CONTACT JOHN HOLT IF YOU NEED TO USE ANYTHING FROM THIS SHELF.

Bottom shelf - any miscellaneous bits.



HEALTH AND SAFETY AND PUBLIC LIABILITY INSURANCE

I would draw your particular attention to the following which ***requires you to be responsible for all accidents caused or happening to any person in your employ or arising out of your hire or occupation of the Buildings.***

The School, by law, has a duty of care to ensure the health, safety and wellbeing to all persons visiting the Buildings, and therefore carries a high level of Public Liability Insurance to cover injury, accident or losses arising directly through fault or negligence of the School and its employees. The School does not however cover incidents arising through the fault or negligence of the hirer/event organiser or any third parties/businesses contracted by the hirer for the duration of the event. It is in fact not legally possible for the School to carry this type of insurance. It is therefore necessary for the School to require proof of valid Public Liability Insurance cover of not less than £2 million per incident held by any third parties/businesses which have been contracted by the hirer for the event.

Third parties/businesses include (but are not limited to) the following; ***bands, discos, orchestras, magicians, balloon decorators, professional florists or photographers etc, or any other businesses which will be providing a service at the premises upon direct instruction from the hirer.***

If this documentation is not received prior to the date of the function we reserve the right to refuse access to the premises. It is worth noting that all legitimate businesses will have the required insurance cover and in the interests of ensuring the health, safety and wellbeing of members of the public should only be too pleased to assist you in this matter.

The school ensures a safe environment for those hiring the facilities and provides a maintained fire alarm system, extinguishers and emergency exits. It is the responsibility of the hirer to ensure all those who are using the facilities are aware about emergency procedures (which maybe your own, based on your risk assessment), ensuring exits are kept clear and not to misuse anything provided in the interest of health, safety and welfare.

It is the responsibility of the hirer to ensure first aid equipment/trained personnel have been provided.

All mains powered electrical equipment brought onto the premises must be tested and be safe for use, with evidence to show. The hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the hirer during the event which may be requested by the school at any time.

Smoking is not permitted anywhere on the school site.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene. No highly flammable or explosive materials are to be used on site, except with the appropriate risk assessment, training and express approval of the school.

Random inspections by the schools Health & Safety Officer may be undertaken. This is to ensure compliance with the above. These inspections will usually only occur during times where facilities are used for long periods or where high risk activities are identified, including large occupancy for events etc.