

King William's College Public Theatre Booking Form



King William's College, Castletown, Isle of Man, IM9 1TP

Reception: 01624 820400

Theatre Technician: Email: david.dawson@kwc.im

Thank you for your interest in the hire of our modernised Theatre space. We are proud to now be offering this excellent facility to the public following great success with lettings in other areas on our site.

Whether looking to hold theatre productions, dance classes, exhibitions, business lectures or promotion, you can look no further for an ideal venue that boasts the largest theatre seating capacity on the Island outside of the Gaiety theatre. With our brand new seating installed over the summer (2014) the theatre seats 211, though more seats can be added to increase the audience capacity. Our Fire regulation is a maximum of 350 people in the theatre at any given time.

Our Theatre also holds one of the lowest hire charges on the Island for a theatre space whilst still maintaining the high standards expected for any Theatre user. Please read the following information before signing the booking form on the last page.

On Site Information

Our theatre is based in the heart of King William's College, a grand setting for any event, with ample parking directly next to the main entrance.

A unique point to our theatre is the support you can expect to receive. The College is staffed over evenings and weekends throughout the majority of the year to help you with any problems you may come across during your letting. Our Theatre Technician can be contacted prior to or during your booking time to help if such problems transpire.

You will be required to provide someone who is First Aid trained (a small first aid kit will be on site) and they must be present for any rehearsal or performance you undertake.

King William's College is a no smoking site.

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Technical Services

We house a wide variety of technical equipment and offer some training on any device you may not have worked with. If you need any equipment for your letting you can make a request to our Theatre Technician and we will do our best to accommodate where we can.

Terms and Conditions of Hire

General Booking Conditions

1. These terms and conditions form the basis of the Booking between the Hirer and King William's College (the Venue). The Venue will not enter into, accept or sign any third party's terms and conditions. The Terms and Conditions will not be varied except in writing and agreed by both parties.
2. The Venue reserves the right to decline this and any Booking or part thereof at any time before signing without liability.
3. It is the Hirer's responsibility to declare the nature of the booking in advance. King William's College has the right to refuse and cancel without refund any booking it deems to involve dangerous, obscene or damaging acts. The Venue expects all hirers to respect the College site, including the day-to-day business of staff and pupils who may be on site during any booking made and may take action if such terms are contravened.
4. All Bookings are provisional until confirmed by receipt of the full amount of hire costs AND a signed Booking Form agreeing to these terms and conditions of hire from the Venue, on or before the due date, as agreed.
5. King William's College will provide the following Marketing support for all hirers, if required.
 - Announcement in letters where applicable.
 - Social Media support through King William's College Facebook and Twitter channels
 - Announcements to our boarding students, friends and Alumni when events are on if possible.
6. Any print or publicity produced for your events/ activity should include King William's College Logo when mentioning the theatre.
7. If, at any time, the Venue does not exercise any right or rights conferred under these terms and conditions for any reason this will not prevent the Venue from successfully exercising these right or rights in the future.
8. Cancellation by the hirer of an event within 48 hours of the booking date will forgo a 50% return on the hire cost. If due to unforeseen circumstances the Venue has to cancel a booking within 3 weeks of the event the hiring fee will be returned in full.

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9. King William's College will grant the hirer the use of the Theatre hall and entrance area including the Studio for use as the Green room and parking space for cast and audience members.

Booking costs

1. The hire charges for the Theatre are as follows;
 - Rehearsal - £12 per hour minimum 4 hour booking)plus VAT)
 - Performance - £20 per hour minimum 4 hour booking (plus VAT).

The hire charge includes the use of equipment found on page 6 when available, though an additional charge will be placed if any items are found to be damaged after use. This charge will be based on a repair cost or replacement value. Please read the equipment list for certain terms and conditions.

Payment

1. Payment must be paid in full three days prior to the event. If payment is not made the event booking may be cancelled unless an amended agreement has been entered into by both parties.
2. Payment can be made via Cheque or by BACS.
3. Additional Payments are due within 30 days of Stated Payment Date or invoice date.
4. In cases of non payment the Venue will take appropriate action to recover the debt, including referral to external debt collection services, and shall be entitled to recover all costs, interest, damages and legal expenses (on a full indemnity basis) from the Hirer concerned.
5. Interest may be charged by the Venue on outstanding balances in line with current interest rates.

Contracted access times

1. All areas or rooms within the Venue to which the Hirer has been granted access, including agreed access times, are detailed on the Booking Form.
2. The Hirer must arrive and vacate by the agreed times, as stated on the Booking Form. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorised overrunning (after initial verbal warning) the Venue withholds the right to interrupt the Hire. If this occurs the Venue will charge additional charges to the Hirer accordingly.
3. Use of the room(s) detailed on the Booking Form does not imply any right to use any other part of the building, for deliveries, storage or any other access.

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Equipment/set up

1. The Venue will take appropriate measures, with-in our control, to supply lights and equipment in good working order (see technical information for details). If a Technician is required to assist with sound or lighting, there may be an additional charge. The Venue reserves the right to insist that their technician be present at an event and charge as appropriate.
2. Room set-up is the responsibility of the Hirer. Venues support can be given if approved in advance and in the style agreed. Once this has been set up the Hirer cannot change this layout without written permission by the venue.
3. The Hirer agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be made to the Hirer.
4. Where the Hirer is providing their own electronic equipment, the Hirer agrees to annually PAT test all equipment before utilisation. If the equipment is found not to be PAT tested KWC will have the equipment PAT tested by the KWC technician at a cost of £50 per item.
5. The Hirer must ensure that any wooden structures brought onto the premises including drapes and soft settings and props are fireproofed. The venue reserves the right to refuse the use of any equipment or props.
6. The Venue must be clear of all the Hirer's property and in a clean and useable condition by the time stated on the Booking Form. Failure to comply with this may result in the Venue disposing of the property and charging the Hirer for expenses incurred.

Liability and Insurance

1. To the fullest extent permitted by law the Venue shall not be liable for:
 - i. Any loss or damage to property of the Hirer or their guests/delegates
 - ii. Any inconvenience or loss caused to any party as a result of cancellation.
2. The Venue does not exclude or limit its liability for death or personal injury caused due to its negligence.
3. The Hirer will conduct a risk assessment in respect of their event and will provide to the Venue, on request, full details of this risk assessment. A risk assessment template can be emailed to you on request.
4. If insurance is deemed necessary the Hirer will provide to the Venue on request full details of any insurance obtained.
5. The Hirer has an obligation to inform all guests/delegates about these terms and conditions and ensure that they comply with them. It is a condition of the Booking that the Hirer accepts the terms and conditions and has made all guests/delegates who are party to the Booking aware of them, as appropriate. Each guest/delegate must individually comply with

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the terms and conditions. The Venue will enforce the terms and conditions against guests/delegates individually, in addition to the Hirer, where relevant.

Useful contact numbers

Theatre Technician contact time 8:30am – 4pm Email: David.Dawson@kwc.im

Main reception desk – 01624 820400

Feedback

If you have any complaints please contact our Theatre Technician and he will do his best to help you resolve any issues.

To help us develop and maintain high standards please feel free to fill in the short questionnaire below and return it after your event to Mr David Dawson, King William's College, Castletown, Isle of Man, IM9 1TP

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Mr David Dawson, King William's College, Castletown, Isle of Man, IM9 1TP

Feed back for the hiring of the Theatre King William's College

Company/ Name of Hirer _____ Date of use _____

1. How did you find the venue/staff at KWC?

2. Was there anything we could have done or do to make the experience better?

3. Are there any positive points that stood out for you?

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<u>Name/Company</u>	
<u>Booking Date/s Rehearsal Time start and Finish</u>	
<u>Booking Date/s Performance Start Time and Finish</u>	

Please note that your start and finish time should be your arrival and departure time.

<u>Billing Address</u>

<u>Requests e.g. heating, technical</u>

<u>Equipment</u>	
Lighting	
Sound	
Projector	
Screen	
Flats (when available)	
Props (upon request)	
Costume (upon request)	

Do you have someone attending each rehearsal/performance who is First Aid trained? Y / N

Do you have a technician attending? Y / N

Will you require technical support if available? (This may incur a cost) Y / N

Thank you for filling in this booking form. We look forward to having you join us.

Signed _____ Date _____