

The Stag Community Arts Centre

Preliminary Enquiry Form

Thank you for your interest in STAG Theatre. Please take the time to carefully read through and complete this form. (Please mark clearly with an X your requirements and provide further details where necessary.)

Your Details:

Name	
Organisation	
E-mail	
Telephone Number	
Address	

Hire Requirements:

I am interested in hiring:	Date	Type Event
Main Theatre		
Cinema(s)		
Plaza Suite		
Bar / Conference Room		

Main Theatre/Plaza Suite (Studio) (detailed requirements):

Get in / Get out:	Date/Time	Details
Get in (start)		
Get out (finish)		
Performance:	Date/Time	Details
Evening		
Matinee		
Pre-Performance:	Date/Time	Details
Stage set up		
Rehearsals (afternoon/evening)		
Preparation:	Required	Details
Outside ramp/stage level access		
Set/prop storage		
Set requirements		
General:	Required	Details
Bleacher seating		

Piano		
Curtains		
Side flats		
Gauze screens		
Hanging cloths		
Relay/Tannoy system		
Use of orchestra pit		
Toilets		
Showers		
Dressing rooms – please give estimated no. of performers per show		
Sound:	Required	Details
PA system		
Head mikes		
Other mikes		
Lighting:	Required	Details
Fixed rig		
Follow spots		
Auditorium		
Rostra Truck		
Technicians:	Required	Details
1 provided by Stag within hire charge		
Additional available at extra cost		
Additional Stage Staff		
Front of House Staff		
Promotion:	Required	Details
Stag Website		
Stag Cinema Advertisements		
Stag Posters - Inside		
Stag Posters - Outside		
A5 flyers		
Local Press Advertisement		
Box Office Service:	Required	Details
Stag ticket sales		
Own ticket sales		
Stage door		
Programme sales		
Ushers		

Catering Service:	Required	Details
Bar – pre show (provide times)		
Bar – interval (provide times)		
Bar – post show (provide times)		
Ice creams		
Tea & Coffee		
Other		
Other:	Required	Details
First Aid provision		

Bar / Conference Room (details required)

Info:	Bar	Plaza Suite
Date (s)		
Start time		
Finish time		
Number of attendees		
Room layout (lecture, cabaret)		
Bar requirements		
Catering requirements		
PA system		
Projector screen		
Promotion		
Box office service (if ticketed)		

Payment of a [50]% deposit is required upon confirmation of booking, with the [50]% balance due 14 days before the booking date. It is Stag's policy not to guarantee or underwrite the costs of any hire.

Administration (for Stag office use only):

Enquiry code	
Pro Forma	
Contact	
Diarised	
Deposit	
Full Settlement	
Attendance Numbers	
Marketing Database	

Terms and Conditions of Hire

These are provided separately. Please indicate below that you have read and agreed to abide by the Stag Community Arts Centre terms and conditions of hire. Please note bookings cannot be taken if the hirer does not agree to the terms and conditions.

I have read and agreed to abide by the Stag Community Arts Centre terms and conditions of hire.

Signed Dated

Printed

On behalf of

Please return enquiry form to

Stag Community Arts Centre – Booking Dept
c/o Sevenoaks Town Council Offices
Bradbourne Vale Road
Sevenoaks, Kent, TN13 3QG