



## Production Charges

For technical information please contact: The Technical Department on **01775 764874** or **shcentre@sholland.gov.uk**  
Also see the booklet **'Technical Services & Production Charges'** for a more detailed breakdown of services and charges  
this can also be found on our website [www.southhollandcentre.gov.uk](http://www.southhollandcentre.gov.uk)

**PRODUCTION WEEK** - Auditorium only, up to 50 hours access over 7 consecutive days

Production Week Sound Design & Operator

Production Week Followspots (2 Available)

Production Week Lighting Operator

### SINGLE DAY PACKAGES

#### One Show Day Package

(7 hours access generally either 9.00am – 4.00pm or 4.00pm to 11.00pm, including maximum of one performance / rehearsal.)

#### Two Show Day Package

(11 hours access generally from 10:00am - 11:00pm, including 2 meal breaks & maximum of two performances / rehearsals.)

#### Single Day Live Sound Package

#### Single Day Follow Spot package (2 Available)

#### Radio Mic Hire (12 Available)

#### Additional Hours Access

How Many?

How Many?

## Additional Technical Services

Pre-production Lighting Design

Lighting Plan

Moving Lights

Piano Hire

Digital

Upright

Please be aware that if you bring in your own electrical equipment ALL items require PAT test certification which will be checked on arrival

## Live Music / P.R.S.

Does your event contain **LIVE** music or song

YES

NO

(If so, the Performing Rights Society charges may apply and will be passed on to the hirer.)

## Events with Children Performing

Please read the **South Holland Centre's Guidelines for Children performing in the building**

(Please note restrictions will apply when there are more than 50 performers on stage)

We will have (Number of children under 18)  Performing in our show/production

I have read the South Holland Centre's '**Guidelines for Children performing in the building**' and agree to provide a minimum of 2 chaperones per dressing room and the recommended number in other areas. The Company and Chaperones must be distinguished by badges / sashes or labels.

Authorised  
Signature

Date

## Contract

Unless otherwise stated the Hire Charge payable by the Hirer shall be the rate applicable at the time of the Event which shall not be less than the charges shown on the schedule of charges.

I make application for the use of the South Holland Centre at the scale of charges current on the date(s) of the Event(s) named at box 2 above. I am aged 18 or over and have read and agreed the terms and conditions of hire. I understand that once this application is confirmed by the Council I shall be bound by the terms and conditions of hire

Authorised  
Signature

Date

Please return completed form to:

**South Holland Centre, Operations Manager, Market Place, Spalding, Lincolnshire PE11 1SS. Telephone (01775) 764819**

## Box Office Service

In exchange for a **10%** commission charge for South Holland based voluntary & community groups, clubs & societies or a **15%** commission charge for commercial hirers, the South Holland Centre will undertake a complete Box Office Service this includes:

**24 hour online booking** (Subject to 3rd party operating systems)

**A professional, manned Box Office open 9.30am to 8.30pm Monday to Saturday**

**The supply and printing of tickets through the Centre's computerised Box Office system**

**Credit/debit card sales, including online sales, undertaken at no extra cost**

**Provision of an itemised print out on all sales made**

**Inclusion of the event, if appropriate, in the Centre's Live Guide**

If the income from ticket sales is greater than your costs, the balance will be sent via **BACS**

If the income from ticket sales is less than your costs, this amount is deducted from the room hire and you will be invoiced for the balance

To ensure ticket details are accurate, please complete the following:

Title of Event / Text on Ticket

Date(s)

Performance time

Ticket prices

**Full**

**Concession**

Please state which group or groups qualify for your concessions?

Seating blocked from sale

**Gallery**

YES

NO

**Rows**

TO

Release date

**BACS details required:**

Account Name

Account Number

Sort Code

**IF YOU ARE USING OUR BOX OFFICE SERVICE PLEASE COMPLETE THE MARKETING INFORMATION BELOW:**

## Marketing Information

Marketing information for The **South Holland Centre's Live Guide** published three times per year :

**Spring** For events held from **January to April** - Copy and photo to be in by **20th October**

**Summer** For events held from **May to August** - Copy and photo to be in by **20th February**

**Autumn** For events held from **September to December** Copy and photo to be in by **20th June**

Andrea King - [aking@sholland.gov.uk](mailto:aking@sholland.gov.uk) Please complete the box below for copy for the **Live guide**.

Your Website Address For Live Guide readers to access more information about you and your event: \_\_\_\_\_

# Questionnaire

We do not wish to cause any offence so answering the following questions is optional.  
The answers to these questions will help us to monitor fairness and equality here at the South Holland Centre,  
where we are committed to providing fair and equal access to all our services.

Are you: MALE  FEMALE

Do you consider that you have a disability YES  NO

Aged 18 - 25   
26 - 50   
51 +   
Prefer not to say

To which of these ethnic groups do you belong?

Asian or Asian Black   
Black or British Black   
Mixed Race   
Prefer not to say

Traveller Community   
White British   
White Other   
Other

What is your Religion? \_\_\_\_\_

What is your first language? \_\_\_\_\_

**Thank you for your time**

Office use only

**Estimated charges**

Date Confirmed

Deposit required

Date paid

Amount paid

Receipt number

Date invoiced

Amount

Commission Charged  10%  15%

# South Holland Centre

## Terms and Conditions of Hire

- 1 All applications must be made on the official Application for Hire booking form.
  - 2 Applicants must be over the age of 18.
  - 3 Applicants must provide full information about the nature of the event at the time of booking and the stated use must be adhered to.
  - 4 The fee for hire of any rooms shall be determined from the time of occupation, including any preparation time, to the time of vacation (including vacation of any person connected with the hirer's event e.g. disco).
  - 5 Provisional reservations will be held for up to 28 days. If the signed Application for Hire form is not returned within this period, the reservation will be cancelled and the date released for other hirers.
  - 6 The Centre will confirm booking applications in writing. A deposit of half of the hire charge is payable within 14 days of the date of this confirmation letter. If the deposit is not returned within this period, the reservation will be cancelled and the accommodation will become available for other hirers.
  - 7 Cancellation: if the hirer cancels after submitting a signed application form (whether or not a deposit has been paid), the following applies:
    - Cancellation more than 28 days before the date of hire: deposit will be returned and no charge will be made
    - Cancellation between 15 and 28 days before the date of hire: 20% of the hire charge will be payable
    - Cancellation between 8 and 14 days before the date of hire: 50% of the hire charge will be payable
    - Cancellation within 7 days of the date of hire: 100% of the hire charge will be payable.
- For hires comprising more than one consecutive day, the date of hire will be deemed to be the first day of the hire.
- 8 The hirer must appoint a named Event Organiser who will be responsible for the event on-site and who will liaise with Centre staff regarding the safety policy and guidelines.
  - 9 The following maximum occupancy figures, allowed under Fire and Licensing regulations, must never be exceeded – Function Hall: 400 standing only, and 300 seated; Auditorium: 348 including stewards; Meeting Rooms One & Two: 60. Where a reduced capacity is stated by the management for certain hirings, the new figure must be adhered to.
  - 10 The hirer will be responsible for complying with all fire regulations and safety policies in operation at the time of hiring.
  - 11 Representatives of the South Holland Centre, the Police and Fire Officers shall have free access at all times.
  - 12 The hirer will be responsible for all damage caused to the building, its fixtures, fittings, furniture and all things belonging to it during their occupation. Where such damage occurs, a replacement and/or cleaning cost will be levied by the management.
  - 13 Stewards: for bookings in the auditorium, hirers are required to provide competent persons to steward their live performances/events and specific seats are reserved for this purpose. Stewards who have not received South Holland Centre evacuation training within the year prior to the event will need to arrive at least one hour before the commencement of the event in order to receive such training from Centre staff. The Centre's Premises Licence requires that there is one steward present for every 100 persons (or part of 100) accommodated on each floor of the theatre auditorium. For performances primarily for children, two stewards per 100 persons per floor of

the auditorium should be in attendance. Certain types of events in the Function Hall may also have a requirement for stewards – please check with Centre staff.

- 14 Where events involve or are aimed at children or young people, hirers have a duty of care to safeguard children and young people from harm. Under South Holland District Council's Child Protection Policy, Centre staff have a responsibility to highlight poor practice and to report any concerns to relevant authorities. For certain types of events the Centre's management will require evidence that the hirer has adequate child protection procedures in place.
- 15 All bar and catering facilities required by the hirer must be provided by the Centre's caterer: Caterwell East Anglia. Hirers should agree such arrangements in advance and settlement should be made direct to them. Telephone 01775 764887.
- 16 All items of lost property should be handed to Centre staff.
- 17 Any equipment brought in by the hirer must comply with current safety legislation. Portable electrical equipment should have current PAT test certification. All equipment must be removed from the premises at the end of the hire period and no responsibility for any damage or loss can be taken by the management.
- 18 Use of specialist effects such as smoke machines, pyrotechnics or strobe lighting, must be discussed with the Centre management at least one month before the event and are only permitted in certain parts of the building with prior authorisation from the Licensing Authority.
- 19 Any hirers seeking to use theatre lights, sound or technical equipment must be appropriately trained and approved by Centre staff.
- 20 No persons other than those taking part in a performance, or those employed or working voluntarily with the authorisation of the hirer shall be permitted on the stage, in the dressing rooms, loading area, lighting, sound and projection rooms or any other non-public or backstage area without prior approval.
- 21 Hirers are responsible for obtaining any required licences and permissions relevant to their event. The Centre management has the right to see such documentation.
- 22 The whole of the Centre is insured by South Holland District Council against Fire and Third Party risks. The third party policy covers death or bodily injury to any person in the Centre arising from the hire in respect of a defect of the premises, plant or fittings. Hirers should take out their own insurance for the hiring to cover any accidents arising from the hirer's own negligence, and any other relevant liabilities.
- 23 Nothing shall be affixed to the walls, floors or any part of the interior or exterior of the premises.
- 24 Breach of the hiring conditions may result in the termination of an event, full costs being payable and future hirings being refused.
- 25 The management has the right to cancel any booking without liability in the event of the accommodation being required for election purposes or national emergency or through no fault of their own.
- 26 The Centre's management takes incidences of violence or abusive behaviour extremely seriously and will involve the Police without hesitation where appropriate. The Centre reserves the right to terminate an event, refuse admission, remove and/or ban persons from the premises in response to unacceptable behaviour.
- 27 The management reserves the right to vary and modify these terms and conditions without notice. Any decisions by the management on the interpretations of these terms and conditions shall be final.

**Please note: with the exception of one small area, smoking is not allowed in the South Holland Centre**