



## Auditorium Hire Application

Hiring the South Holland Centre's main theatre space

Please print, complete, sign and return this form to hire the South Holland Centre's Auditorium for performances, productions and events

**THE EVENT:**

*Event name*

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**TYPE OF EVENT:**

*EG.concert, play, musical, conference etc*

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**THE HIRING PERIOD:**

*Include all dates you will be using the space*

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**ONE DAY HIRE(S)**

*Please tick all that apply*

*One Day Hires include technical support*

**ONE DAY HIRE(S)**

<b>ONE SHOW DAY AUDITORIUM HIRE</b> <i>7 hours access maximum</i>		<b>TWO SHOW DAY AUDITORIUM HIRE</b> <i>11 hours access maximum</i>	
<b>SOUND PACKAGE</b> <i>PA &amp; operator to run live sound for any one day hire</i>		<b>TICKETED EVENT?</b> <i>Please complete separate Box Office Services form</i>	

**OR**

**COMMUNITY PRODUCTION WEEK**

*Please tick all that apply*

*Community Production Week Hires include technical support on get-in days & a technical supervisor on show days.*

**COMMUNITY PRODUCTION WEEK HIRE**

<b>SUNDAY TO SATURDAY AUDITORIUM HIRE</b> <i>50 hours access maximum</i>		<b>TUESDAY TO SUNDAY AUDITORIUM HIRE</b> <i>50 hours access maximum</i>	
<b>SOUND PACKAGE</b> <i>PA &amp; operator to run live sound for any one production week hire</i>		<b>TICKETED EVENT?</b> <i>Please complete separate Box Office Services form</i>	

**DRESSING ROOMS:**

*Please tick all that apply*

<b>FOUR SMALL DRESSING ROOMS</b> <i>Included in hire package</i>		<b>BASEMENT MEETING ROOM</b> <i>If available. 30 capacity extra charge applies</i>	
<b>BAND ROOM</b> <i>If available 8 capacity no extra charge</i>		<b>FUNCTION HALL</b> <i>If available 200 capacity extra charge applies</i>	

**ESTIMATED NUMBER OF PEOPLE IN YOUR EVENT:**

*Include performers on stage and people backstage*

<b>NUMBER OF ADULTS</b>		<b>NUMBER OF CHILDREN UNDER THE AGE OF 17</b> <i>All under 17s &amp; their dressing rooms must be chaperoned at all times</i>	
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### TECHNICAL CONTACT:

Name, email & telephone of person we should contact to discuss the technical requirements of the hire

### MARKETING CONTACT:

Name, email & telephone of person dealing with promotion of your event(s)

### FINANCIAL ADMINISTRATION CONTACT:

Name, address, email & telephone number of person dealing with the financial administration of the hire

### ON-SITE CONTACT:

Name, email & telephone of person responsible on-site throughout the hire period

### THE HIRER:

Full details of the authorised signatory:  
Name  
Organisation you represent (if applicable)  
Address  
Email  
Telephone: landline | mobile

I HAVE READ AND AGREED THE TERMS & CONDITIONS OF HIRE

Please tick

### 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. If PRS charges apply this will be added to the charge.

I make application for the use of the South Holland Centre at the scale of charges current on the date of the event. 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 of conditions of hire.

Authorised signature

Date

Please return completed form to:

South Holland Centre, Technical and Operations Manager, Market Place, Spalding, Lincolnshire PE11 1SS.  
For enquiries or assistance please contact 01775 764777 or email [shcentre@sholland.gov.uk](mailto:shcentre@sholland.gov.uk)

### OFFICE USE ONLY:

Estimated charges:

Deposit required?	
Date paid	
Amount paid	
Receipt number	

Notes:



**SOUTH HOLLAND CENTRE**

## **Auditorium Hire Application**