**Hire & Event Information**

**OPENING HOURS**

Monday - CLOSED

Tuesday - 3pm-8pm

Wednesday - 3pm-8pm

Thursday - 3pm-8pm

Friday 11am-4pm

Saturday - 11am-2pm

Sunday - CLOSED

(Weekend / Evening bookings are available for out of hours but is all depending on staff / volunteer availability)

**COMMUNITY RATE (£30 per hour per room)**

**CORPORATE RATE (£50 per hour per room)**

**\*For hire of the whole building outside of opening hours there is a minimum rate of £100\***

**THE VENUE** (80 capacity)

**THE LIVING ROOM** (50 capacity and out of hours bookings only)

**THE GREENROOM** (15 capacity)

**THE WELLBEING ROOM** (15 capacity)

We can provide a projector, screen & microphone and a selection of sound systems and lighting options.

***An additional £20 will be added if you require any of the technical hires & assistance.***

**REFRESHMENTS & CATERING**

The Place can offer refreshments from their Cafe Bar at a reasonable price. These can be purchased by patrons or it can be added to the invoice if you wish to provide free refreshments for your event.

If you wish to provide a bar (serving alcoholic drinks) then a minimum of 4 weeks’ notice is required and an additional £21 to cover the application of a Temporary Events Notice.

The Place is not able to provide catering, but we welcome you bringing in your own food if you wish.  
***An additional charge of £10 is required to cover cleaning and disposal of waste when outside catering is served. This is to cover the extra collection costs from our Trade Waste provider.***

**RECYCLING & FOOD WASTE**

Please help us look after the planet by only using eco-friendly (biodegradable or compostable) plates and cutlery. The Place cannot recycle glass or dispose of large volumes of food waste, please ensure you have made arrangements to remove any leftovers from the building.

**CANCELLATION POLICY**

Any cancellation or rescheduled booking made with less than **48 HOURS** notice will result in a cancellation fee of 50% of the booking total.

**Completed Forms to be returned to meet@theplacenewport.com**

| **CUSTOMER DETAILS (THE HIRER)**  **Where the Hirer is not a limited company the name of an individual who is personally responsible to Tin Shed Theatre Co.** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Company/Club/Organisation | | | |  | | |
| Hirer’s Name | |  | | | | |
| Address | |  | | | | |
| Tel. No. | Work/Mobile | |  | | Home |  |
| E-mail |  | | | | | |

| **BOOKING/EVENT DETAILS & PERIOD OF HIRING** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Booking Title | | |  | | |
| Date |  | | | | |
| Start Time (incl. set up) | |  | | Finish Time (incl. actual end after pack down) |  |

| **ESTIMATED NUMBERS ATTENDING:** | |
| --- | --- |
| Estimated number attending |  |

| **ROOMS:** | |  | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The  Living Room |  | The Venue |  | Green  Room |  | Wellbeing Room |  | Stiwdio |  |

| **Booking Description - Please provide as much details as possible** | | |
| --- | --- | --- |
| **Booking Description** |  | |
| **Are you opening to the public (a drop in)** | |  |
| **Do you require the cafe bar to be open?** | |  |
| **Do you want the cafe bar to serve alcohol?**  **(Please note we require at least 6 weeks notice if you wish to serve alcohol and an extra £21 will be added to cover the Temporary Events Notice) -** | |  |

| **EQUIPMENT** | | Projector | |  | Screen |  | Sound system |  | Wi-Fi |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Computer** | | Please let us know what input/output your laptop requires? | | | | | | | | |
| **Set Up requirements (tables/chairs etc)** | |  | | | | | | | | |
| Other (please specify) | | |  | | | | | | | |
| **CATERING - if you wish to bring in your own catering please provide the details and be aware of the extra cleaning/waste removal charge** | | | | | | | | | | |
| **Details** |  | | | | | | | | | |

**Invoice – sent from Tin Shed Theatre Company**

**Payments need to be paid in FULL within 14 days of receiving the invoice.**

| **IMPORTANT NOTES** | | |
| --- | --- | --- |
| Invoice Name & Address |  | |
| E-mail - | | |
| **Purchase Order Number (if required)** | |  |

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