**Hire & Event Information**

**OPENING HOURS**

Monday - CLOSED (available for out of hours bookings)

Tuesday - 3pm-8pm

Wednesday - 10am-4pm

Thursday - 3pm-8pm

Friday 10am-4pm

Saturday - CLOSED (available for out of hours bookings)

Sunday - CLOSED (available for out of hours bookings)

**ROOMS FOR HIRE (£25 per hour per room)**

**THE VENUE** (50 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, microphones and a selection of sound systems and lighting options.

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

An additional £20ph will be added to the invoice to cover staff fees, which is required when a booking is made **outside** of the opening hours. This cost covers 2 members of staff.

**CAFE BAR & REFRESHMENTS**

The Place can offer refreshments from their Cafe Bar at a reasonable price (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 6 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.***

**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@tinshedtheatrecompany.com**

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) -** | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.**

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

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