

Playhouse Theatre Whitstable
104 High Street, Whitstable
Kent, CT5 1AZ
Telephone: 01227 272042 (Box Office) www.playhousewhitstable.co.uk



BASIC HIRE OF THE THEATRE EXCLUDES THE LINDLEY ROOM, STUDIO, KITCHEN AND WORKSHOP (for event Publicity details see item 26)

- 1.** Full details of the proposed production must be submitted with the Hire Application. A copy of the play/plays or the programme of music performed in public during the period of hire must be sent to the Secretary at least one month prior to the period of hire, **if requested.**
The designer of the set for a build should submit their plans for scrutiny one month prior to the build so that any problems foreseen can be ironed out.
- 2.** There shall be no infringement of copyright or performing rights. The hirer shall ensure that the appropriate licences to perform the play etc. are in place prior to the production taking place.
- 3.** The Lindley Players Ltd (hereafter 'The Company') reserves the right to refuse any application.
- 4.** Letting fees shall be those in force and sanctioned by the Company on the date of hire and not at the date of booking.
- 5.** Bookings may be accepted up to twelve months in advance, subject to receipt of deposit. A week's hire shall be from 14.00 on Sunday of the period of hire to 12.00 (noon) the following Sunday. 1 day hire 10.00 to 23.00 hrs.
- 6.** The Company reserves the right, after consultation, to re-arrange or cancel bookings. Not less than one month's notice shall be given. Cancellation by the Hirer must be made via the letting officer, in writing, and less than one month prior to the period of hire will result in a request for, up to, full payment of the hire fee.
- 7.** No persons under the age of 21 may hire the Theatre.
- 8.** The Company will operate the Theatre Bar within the terms of its Licence and may sell sweets and ice cream prior to the performance and in the interval. The bar will normally be open for 45 minutes before each evening performance and during the interval only.
- 9.** Entrance keys and security key codes to the Theatre, Lighting Control and Sound Control will be provided to persons nominated by the Hirer. The Hirer will be responsible for the security of the Theatre whilst in the premises. At no time must the Theatre be left unattended whilst any of the external doors are unlocked. If requested, the Hirer will be trained, and be responsible for, setting the alarm system on locking and leaving the premises.
- 10.** The Hirer will not "sub-let" the premises or permit the occupation of the premises by any persons other than those under the direct control of the Hirer.

11. The Playhouse shall be properly stewarded and so the Hirer is to provide adults, 18 or over as, for example Programme Seller, as may be required, to meet the needs of each performance. Responsibility for control and consequence of any disturbance or unseemly conduct by members of the hiring company remains with the Hirer. All gangways and exits are to be kept free from obstructions.

12. The provisions of the Premises Licence must be observed. A Copy of the Licence is available in the Box Office but the Hirer's attention is drawn to the particular requirements such as ensuring alcoholic drinks are not purchased or consumed by underage persons.

13. Hirers using their own radio microphones must ensure that all necessary Licences have been obtained.

13a. All the Hirer's electrical equipment shall display a current PAT label showing test and retest dates. The Company will exercise the right to refuse the use of equipment that does not comply.

14. The Hirer shall abide by the Noise at Work regulations 1989 and the decision of the Company as to the permissible volume of noise shall be final.

15. The Hirer is expected to leave the premises in a clean condition and to remove all waste materials. Failure to comply will result in a surcharge. Hirers must keep the Theatre clean during any period prior to a public performance however the Company will arrange for the public areas to be cleaned after each public performance.

16. Full week hirers are to provide a named Stage Manager (aged 18 years or over) for each performance, and provide competent staff for lighting and sound. Under no circumstances shall the standard lighting rig or sound system design be altered without prior permission. Your nominated Stage Manager will be made aware of the emergency procedures we operate.

17. Fixtures and fittings, including curtains and furniture, must not under any circumstances be interfered with or removed. Damage to or failure of the equipment must be reported immediately. Any damage during the period of hire will be chargeable to the Hirer.

18. No nails, tacks, adhesives or other fixatives shall be used on any walls, ceilings, floors, furniture or fittings in any part of the Theatre.

19. Animals shall not be admitted to the Theatre without written permission from the Company.

20. The time of evening performances cannot, normally, be earlier than 7.30 p.m. The building is to be vacated by 11 p.m. each day. No food or drink is permitted in the auditorium at any time, except those sweets, ices & drinks in plastic containers purchased in house.

21. The Hirer to conform to the requirements of the relevant Health & Safety legislation, and complete a Risk Assessment to be returned with the completed Hire Forms and Deposit. Hirers should refer to our in-house personnel for advice/instruction on working at height. No child (under 16) shall be present on stage or in the wings when the set is

21a The hirer shall be responsible for any child (under 16) that is involved in a production and must comply with all the relevant child protection legislation and codes, including supervision and formal chaperons.

22. The Hirer uses the Playhouse at its own risk. The Company will not be liable under any circumstances whatsoever for any injury to the Hirer's staff or helpers or for the loss of or damage to their property. The Company requires the Hirer to be adequately insured against such risks. Hirer to provide a copy of Public Liability Insurance when returning completed Hire Application forms.

23. The Company reserves the right to amend these letting conditions and hire charges at any time, if necessary, without prior notification.

24. Any Posters supplied by the Hirer and must include the Theatre logo, Box Office telephone number, website address and opening times. In addition, posters must contain the words "Restricted Wheelchair Access". Hirers shall provide their own programmes and name their charges for them as applicable. Programmes must contain the following notices:

- Photography and sound recording during performances are forbidden.
- All mobile telephones and audible watch alarms must be silenced.
- Interval drinks can be ordered from the Theatre bar and paid for in advance.
- During the interval ice cream and confectionery are sold in the upper foyer.
- The Playhouse, Whitstable, is owned and administered by the Lindley Players Ltd.

25. Video and sound recordings

a) Please inform the Company if you intend to make a Video or sound recording, which may only be made on behalf of the Hirer. If any children (under 18 years old) are involved in the production then the Company must be sent written confirmation, prior to any filming or photography, that the Hirer has agreed for such filming or photography to take place.

b) In order to comply with safety requirements, the Video equipment must be positioned in the space in front of seats L1 and L2, i.e. at the rear right-hand corner of the Auditorium, and in such a space as not to obstruct the right-hand gangway.

c) The Video recording may be made from the balcony only during a dress rehearsal and when there is no public present.

d) The Box Office should be informed of the day of the recording so that seats L1 and L2 are reserved.

Notwithstanding any of the above the Hirer should note that it is responsible for ensuring that its video or sound recording does not constitute a breach of copyright. Proof of permission granted must be lodged with the Company.

26. Publicity

The Lindley Players will provide information on productions in the Members Newsletter, rolling screen adverts, web-site and diary. This is providing information is received in good time to allow this to happen, and that the Hirer's deposit is received. Hirers are responsible for their own advertising, flyers, posters and press releases. Tickets will only go on sale once the deposit has been received. Also click [here](#) for further details.