



Application to Hire the Brigend Theatre

Name of the Hirer/ company.....
..... ("The Hirer")

Contact address and telephone

Title(s) of performance(s) (1).....
(2).....

Date(s) of performance(s) (1).....
(2).....

Date of rehearsal
(if required)

Type of performance (musical/drama/etc.) or event

Time access required to Theatre Performance start time(s)

Contact name and telephone number for the incoming company 'on the day'.....
.....
(this person must be able to provide information on technical requirements, get in times etc.)

requirement	Tick if required (can be changed later)	cost
Performance		
Rehearsal		
Front of House Staff		
Lighting or sound engineer		

Please return the form to:

Jane MacFarlane
Brigend Theatre
Market Square
Dumfries
DG2 7AE

Tel: XXXXX

Email: bookings@dumfriesmtc.co.uk

Dumfries Musical Theatre Company

Brigend Theatre, Market Square, Dumfries DG2 7AE
www.dumfriesmtc.co.uk

President - Nicky Spence Chair - John Neil Secretary - Stewart Cameron
Treasurer - Christopher Watt

TERMS AND CONDITIONS

1. Fees are as set out in the following table:

Description	Fee	Notes
Performance	£150.00 per day/performance £750 per week	Includes one rehearsal period
Rehearsal Rehearsals/ meetings/seminars	£15 per hour	'Rehearsal' includes meetings and seminars
Front of House Staff Team	£40.00 per performance	up to three front of house staff
Lighting or sound engineer	£50.00 per person per performance	

The basic hire of the theatre includes a technical briefing and handover where required and someone from DMTC to open up and close the theatre.

2. **No booking can be considered to be finalised until this booking form is received and the booking confirmed by DMTC by the return of a copy of this form, when the deposit is then due. Deposit is 10% of total booking cost.**
3. Any change of performance, or cancellation of performance must be agreed in writing with DMTC.
4. The Hirer is advised to arrange their own insurance cover for the performance and any specific items. DMTC cannot accept responsibility for possessions left unattended in the Theatre buildings.
5. The Company shall reimburse DMTC for the cost of any repairs or replacement items necessitated through negligent acts of the Company or its members. It is expressly stated that no part of the fee payable to DMTC applies to the provision of insurance cover to the Company or its artists.
6. DMTC's permanent equipment (lighting boards, sound systems, etc.) and wardrobe items may only be used with the express permission of DMTC's representative.
7. The company may bring their own scenery and props. The Hirer may paint the stage flats however must only use water based matt emulsion paint.
8. DMTC does not have a performing Rights Licence therefore if the Hirer wishes to play music they will require their own PRS licence.
9. DMTC shall not be responsible for any loss incurred by the Company as a result of the failure or faulty operation of any of the said equipment or other stage or theatre installations.
10. The Company will leave the stage, dressing rooms, foyer, auditorium and all other parts of the Brigend Theatre as they were found. Keys must be returned by noon the following day.

I/we accept the above terms and conditions

Name

Signed

Date

I confirm the booking as shown.

Name

Signed

Date

For **Dumfries Musical Theatre Company**

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For

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