

Agreement for use of Gaslight Theatre

This agreement is between Cambridge Repertory Society Incorporated (“the Society”) and –

_____ (“the Hirer”)

For hire of at the Gaslight Theatre, corner of Alpha and Hall Streets, Cambridge

on _____ between _____ and _____

for a fee of \$ _____ payable in advance of the above date

A deposit of \$ _____ payable by _____

General Conditions

The Society and the Hirer agree that:

1. The ‘Gaslight Theatre’ as the venue comprises for social/community event purposes:

- Foyer
- Toilet facilities off the Foyer
- Kitchen
- Auditorium seating areas with chairs and tables
-

2. The ‘Gaslight Theatre’ as the venue comprises for theatre production event purposes:

- Foyer
- Toilet facilities off the Foyer
- Auditorium seating area with chairs and tables
- Auditorium Stage
- Back stage areas
- Green Room
- Dressing rooms (x2) with adjoining toilet and shower room.

3. Under Fire Safety regulations, the Gaslight Theatre will seat 55 patrons at tables, or 100 patrons with chairs in rows. Fire exits must be kept clear at all times.

4. All hire includes power and gas, and use of telephone if necessary. The Hirer must notify the Society of any portable electrical equipment to be used in the Theatre during the hire period,

5. Separate agreements for use of the Society’s;

Stage lighting and sound equipment, or

Table linen, cutlery, crockery and glassware

may be made with the Society, and confirmed by ticking the above circles.

The Society is run by volunteers and lighting/sound operators and Front of House assistance is only available under prior arrangement, based on the willingness and availability of Society members.

6. The Gaslight Theatre will be left clean and tidy (which includes the removal of all food and rubbish internally and externally), all ovens and lights will be turned off, and the building locked and alarm set, on departure. The key will be returned to the Society.

6. The Hirer will be liable for any loss of or damage to the premises and any equipment and will report any damage or faults relating to the premises or equipment promptly to the Society. The Hirer is liable for and indemnifies the Society from any claim, loss, damage or expense (including legal costs) to the Gaslight Theatre or the Society arising from this agreement however caused.

7. The Hirer will be responsible for any copyright licences or rights pertaining to performance, and obtaining a licence permitting the sale of alcohol if required.

8. The Hirer is not permitted to subcontract or assign their rights under this agreement.

9. Where the Hirer is not an individual, the signatory confirms that he or she has the right to bind the hiring organisation in signing this agreement.

10. The Society reserves the right to cancel bookings up to 48 hours in advance of the time of hire and will refund the hire cost and deposit in such circumstances.

11. Smoking is not permitted inside the building.

12. In addition to these General Conditions the following Special Conditions may be agreed below;

This agreement is for the hire of the Gaslight Theatre building, and does not include surrounding areas. Hirers are asked to please be aware that horses are kept behind the Theatre and that loud noises and lights (eg. fireworks) external to the building, are likely to cause distress to these animals. Neighbourly consideration is requested.

Hirer details

Name: _____

Address: _____

Phone: _____ Email: _____

Signatures Required:

Cambridge Repertory Society Inc

Date: _____

The Hirer

Date: _____