**Norwich Puppet Theatre**

**Performance Hire Enquiry Form**

**Your Details**

|  |  |
| --- | --- |
| Your name(s) |  |
| Company/group/performer name |  |
| Contact phone number |  |
| Email address |  |
| Postal address, including postcode |  |

**Your Event**

|  |  |
| --- | --- |
| Type of performance e.g. gig, play, dance show, film screening |  |
| Brief description of performance/event |  |
| Preferred date(s)  (Please provide options if you have them) |  |

Which performance space will you be hiring?

|  |  |  |  |
| --- | --- | --- | --- |
| Octagon Studio (45 capacity) |  | Main Theatre (140 capacity) |  |

**Timings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Get-in from** |  | **End time** |  |
| **House open from** |  | **Total running time** |  |
| **Start time** |  | **Get-out by** |  |
| **Interval (if applicable)** |  | **Total hire time** |  |

If you wish to book for multiple performances/events across different dates/times, please provide a detailed schedule in the box below:

|  |
| --- |
| e.g.  Day one: get-in 9am, tech rehearsals and lunch 12noon – 4pm, house 6.30pm, performance 7pm-9.30pm, exit by 11pm  Day two: performance: 2.30pm-5pm, get out by 8pm |

Will a license extension be required? (Beyond 11.30pm)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Tickets**

Will this be a public ticketed event, or for a private invited audience?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Public (ticketed) |  | Private (invite only) |  | Not sure |  |

Will you be using our box office or selling your own tickets?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NPT Box Office\* |  | Own Box Office |  | Combination |  | Not sure |  | N/A |  |

\*Using our box office will incur a £45 set-up fee and 45p per ticket sold in processing and booking fees. Your event will be visible to customers visiting our box office website and people will be able to call the Theatre during office hours to book.

**Box Office Information**

Even if you are not using our box office, please answer the following questions so that our team can field enquiries about your event. If you are using our Box Office you will also be required to provide three high quality images, one square, one portrait and one suitable for a narrow banner.

|  |  |
| --- | --- |
| Title of performance |  |
| Ticket prices (inc. Concessions) |  |
| Age recommendation or restriction  (e.g. ‘Recommended for ages 12+’ or ‘restricted to over 18s’) |  |
| Do you wish to sell to capacity?  (Please note that tickets will be sold as unreserved seating) |  |
| Event description for audiences,  including any links to your website and information about the performer(s) |  |

**Technical Support and Personnel**

We will provide a duty technician throughout the duration of your hire.

Will you require a lighting pre-rig before your hire time?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Will you require a technical rehearsal/sound check?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Will you be bringing your own technician(s) to set up and to operate during the performance/event?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like us to provide technician(s) to operate during the performance/event?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes: lighting operator |  | Yes: sound operator |  | No |  |

Will you be bringing any other backstage crew such as dressers, chaperones, merch sellers? (Please bear in mind that we take a 10% commission on any merchandise sold at the Theatre)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please provide details below:

|  |
| --- |
|  |

How many performers or people hosting the event will there be?

|  |
| --- |
|  |

We currently only have one dressing room space here at the Theatre which can accommodate approximately 8-10 performers comfortably.

If you are hiring the Main Theatre for your performance, will you also require the use of the Octagon Studio as an extra dressing room space?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Technical Equipment**

We have professional sound and lighting equipment here at the Theatre, but we may need to hire in additional specialist equipment to meet your needs. If this is the case, we will let you know the additional costs this will incur.

Would you like to use our screen and projector? (£15 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like to use our star cloth? (£10 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Would you like to use our red ‘swag’ curtains? (£15 fee)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Please provide details of any other equipment you think you will require (such as microphones, specific gobos, a dry ice machine etc.)

|  |
| --- |
|  |

If you are bringing your own equipment, please be aware of the following:

* All electrical equipment you bring into the Theatre needs to be PAT tested
* Any fabric backdrops or curtains used on stage need to be flameproofed
* Any rigging at height must be done by a member of NPT staff/our technical team

**Additional Information**

* You must have public liability insurance to cover your own equipment and personnel, including performers and backstage crew.

Is there any other information we need to know, including additional access requirements?

|  |
| --- |
|  |

**Visit to the Theatre**

Suggested time(s) and date(s) for a site visit if required. Please note that Wednesday afternoons are usually the best time for us.

|  |
| --- |
|  |

Once you have completed your form, please save as a PDF with the title of your performance/event and email to info@puppettheatre.co.uk. Alternatively, print and post to Norwich Puppet Theatre, St James, Whitefriars, Norwich, NR3 1TN.

We will then be in touch to discuss dates and arrangements.