



Organisation:	
Reason for Hire:	

Applicant Name:		Tel. Nos:	
Address:		Mobile:	
Town:		County:	
E-mail:		Post Code:	

Date(s) of Hire:		Time(s) of Hire:	

**Technical Requirements:** (please indicate with a ✓)

The costs of these services can be seen on the Hire Charges data sheet (v.201308)

Full Stage Lighting		Follow Spots		Quantity	
Full Sound		Radio microphones		Quantity	
Specials					

**Facilities:** (please indicate with a ✓)

Bar		Free
Interval Refreshments		Free
Box Office/Ticket Sales*		5%
QMT Website		Free
Publicity in "What's On"		£ 50.00

The applicant agrees to pay the hire and other charges as determined by the Bancroft Players and to abide by and conform to the conditions and regulations as to the hire and understands the limitations of the Theatre's insurance.

**Signed:**

**Date:**

(If sent by e-mail then that digital signature will be used)

If you require an entry in "What's On" please use this space to give a synopsis (maximum 30 words) to be put with your ticket prices and times - The QMT regrets that no pictures can be included. This section will also be used to update the web site and a poster (A4 document) can be attached.

**Box Office Ticket Information** (data to be printed on computer generated tickets):

Title of event:					
Full Price	£	Concession Price	£	Performance Time	
	£		£		
	£		£		

\*Tickets are issued either for specific seats or "sit anywhere". The latter is recommended if you intend to sell some tickets yourself, however the 5% ticket charge still applies.

Return by email to: [qmt.hire@hotmail.co.uk](mailto:qmt.hire@hotmail.co.uk)

Edith 07874 025501 (M)

For internal use

Box Office.		Technical		Web	
F.O.H.		Bar		Productions	
Finance		Catering		What's On/Publicity	