

# FPSS Theatre Hire Guide



## Introduction

We are pleased to offer a high quality venue for your event. The space is managed by our theatre team who can assist you at every stage of the private hire process.

The theatre at Furze Platt Senior School comprises a flexible performing and auditorium space with between 324 and 384 seats on retractable tiered seating with additional loose seats available on request.

Please note that with all house curtains in place, 324 seats offer unrestricted viewing. Wheelchair access seats can be placed at the front of the numbered seating.

The venue is available to hire for commercial, professional, amateur and community performances, arts and educational organisations, conferences, training sessions, meetings and similar events. The theatre is not designed as a “nightclub style” venue – and is not suited to this style of event.

The theatre is available for hire for shows and performances at weekends and during the school holidays. During term time, on weekday evenings, the theatre can be hired for non-performance, regular evening activities (please see FPSS Lettings Storefront for details and charges, these charges are not applicable for performances)

[https://www.furzeplatt.com/\\_site/data/files/documents/lettings/Scale%20of%20Charges.pdf](https://www.furzeplatt.com/_site/data/files/documents/lettings/Scale%20of%20Charges.pdf)

## Accessibility

Wheelchair users can watch from the front of the stage in front of Row A, and chairs can be placed alongside for their companions. Please be aware of the need for this, in the staging of your production. We often advise that Row A is kept clear for the use of wheelchair users.

The theatre is accessed via doors which are all the same level into and out of the theatre, and there is a disabled toilet in the theatre foyer.

Access to the main hall is via a ramp. Please note the Main Hall is on two different levels, one level is accessible, and one is unfortunately not accessible.

We also have an assisted hearing system.

## Contents

This pack contains:

- Hire Application Process
- Cost and Inclusions of the Hire Agreement
- Technical Specifications
- Theatre Hire Terms and Conditions
- Booking Application Form

## Hire Application Process

Please read through this entire application pack, including the Hire Terms and Conditions.

If you have any initial queries, then please contact the Theatre & Lettings Manager, Jennifer Bartram at [jennifer.bartram@furzeplatt.net](mailto:jennifer.bartram@furzeplatt.net)

If you are happy to accept the Hire Terms and Conditions, please contact the Theatre Manager to check the availability of your preferred dates. Please be aware we are programming up to 12 months in advance so recommend you check dates before making other provisions for your event.

If your dates are available, they will be provisionally held for a maximum of 14 days or until you have submitted your formal Hire Application Form with full details of your event and this has been agreed by the school. The Hire Application Form should be submitted by email to [jennifer.bartram@furzeplatt.net](mailto:jennifer.bartram@furzeplatt.net)

At this point, the 20% deposit of the hire amount is payable.

Please note: applications for hire of the theatre will only be considered if the nature of the hire meets with the ethos and policies of Furze Platt Senior School.

## Cost & Inclusions of Hire

The basic price for the hire of the theatre is currently £1175 per day at a weekend, with a 20% venue deposit and £100.00 cleaning deposit payable when your booking is confirmed (see terms & conditions). In the event that you cancel your event, the following applies:

- Written cancellation within 2 months before event date: Full deposit refunded
- Written cancellation between 2 months to 6 weeks before event: Deposit retained by FPSS
- Written cancellation between 6 weeks to 2 weeks before event: 50% Deposit retained by FPSS
- Written confirmation less than 2 weeks of the start date: Full venue hire will be charged
- The hirer must inform participants of cancellation in time for them to make other arrangements

In addition, if the signed Hire Contract and Fees are not provided to the School by the stated dates, the booking will be cancelled.

A discount rate is available to community groups and RBWM schools for a limited number of dates per year. For details please contact [jennifer.bartram@furzeplatt.net](mailto:jennifer.bartram@furzeplatt.net)

The hire is inclusive of the following:

- The standard house technical rig: details can be found under 'Technical Specification'.
- The house PA: details can be found under 'Technical Specification'.
- Utilities including water, electrics, lighting, heating.
- Use of all technical 'stock' items. Stock item details can be found under 'Technical Specification' and will also be discussed during a pre performance meeting.
- All necessary meetings with the theatre's staff to ensure that you have an understanding of all the technical requirements and that we have an understanding of your show and schedule.
- Access to all sound and light facilities on stage as agreed in their package. Hirers may bring in additional technical staff provided that the theatre management are satisfied that such staff are competent and appropriately trained. **Staff brought in by the Hirer must be covered by the Hirer's insurance for the event.**
- Hall lobby area and toilets.
- Use of the two backstage dressing rooms.
- Use of main school hall as a theatre bar area or additional changing rooms.
- Cleaning after your hire period. We expect Hirers to ensure that all areas are left tidy, and rubbish is bagged and removed. If additional cleaning time is required after the event, an additional £60 charge will be added to the cost of the hire.

The hire **does not** include the following:

- Security staff. If a hirer feels that Security staff are required, this needs to be discussed at the time of booking and will be at the cost of the Hirer.
- Chaperones or any other direct supervision of cast, i.e. children. (We will need to be provided with chaperone licenses for all chaperones, and to have confirmation they are registered with their local authority. See Terms and Conditions point 4)
- Cleaning the theatre and other areas during your hire. The cleaning cupboard near the changing rooms will be left open so hirers can ensure theatre seating and communal areas are clean for their guests. A hoover is also kept in the backstage store area.
- Technical staff members on an hourly rate. These staff will be on duty to supervise the get in, fit up, technical rehearsal and each performance or presentation. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to. Any additional required support or services involving staff will be recharged and needs to be discussed at the time of booking.
- If you are not using our theatre technicians, someone to open up and close the theatre. We charge a £60 fee for someone to open and lock up which is added to the final bill.
- Ticketing and booking of seats for your event. **Please note the seating plan of our theatre. There is no row I and there are restricted view seats once all house curtains are up. We also advise keeping Row A free in case you have wheelchair users in your audience.**
- Licensing costs to PLP PRS – we pass on any licensing costs for the use of music for performances in our theatre space and this cost will be added to your final invoice. Please contact the Theatre Manager for more information about this.

Provision for catering, drinks, materials, equipment or any other requirements should be discussed at time of booking.

## First Aider

Please note all hirers must ensure there is a qualified first aider at every performance.

## Technical Specifications

### Capacity

The theatre has 384 numbered seats on upholstered bench tiered seating, but please note that if full house curtains are up, there are 324 seats with full view. See the Seating plan with House Curtains for more information here: <https://www.furzeplatt.com/attachments/download.asp?file=3844&type=pdf>

The tiered seating is retractable and therefore can be configured for as many rows as required.

See Seating Plan in Theatre Hire Pack.

### Stage Area Dimensions

The 'Stage' is at floor level. There is no raised stage as the tiered seating gives good visibility for the audience of the whole stage area.

Stage Area Width – 13 metres

Stage Area Depth – 6 metres

Wings SL – 3 x 6 metres

Wings SR – 3 x 6 metres

Stage floor to lighting pole distance – 6 metres

### Get In

External Door Height – 2.3 metres

External Door Width – 2.0 metres

Backstage Scene Door Height – 2.3 metres

Backstage Scene Door Width – 1.8 metres

## Stage Lighting

### A. Dimmer Racks

- ETC ColourSource ThruPower – wall mounted dimmer racks

### B. Acme 8 way DMX Manager

- 2 x Acme 8.2 way Splitter

### C. Zero88 FLX 24 Lighting control console

- Zero 88 FLX 24

### Stage Lanterns

4 x ETC ColourSource Spot light Lens Tube 25/50

4 x ETC ColourSource Spot Light Lens Tube 26 Degree

6 x ETC ColorSource Fresnel Adaptors

5 x ETC ColorSource Cys

1 x Elumen 2000 Fresnel – in middle of stage with motorised zoom lens for using as spotlight

6 x ETC ColorSource PAR in Black – loose lanterns that can be used on floor or on tank traps as side lights

### **Loose Equipment**

2 x Double Extension Stands

2 x Single Extension Stands

2 x Floor Stands

4 x Shure SM58 Handheld microphone

4 x Shure SM57 Handheld microphone

4 x K&M 252 Microphones stands

4 x Table top mic stands

1 x Drum Mic set

4 x Passive Mic DI Boxes

2 x Unique Hazer machines with liquid (charged at hire cost of £20 per hazer)

XLR cables

Powercon cables

DMX Cables

### **Audio Visual**

**A. Equipment Rack** - A fixed 42U high steel equipment rack; 800mm deep is supplied and located on the store

- Dbx Audio compressor for show relay audio
- EMO sequential power supply
- Dynacord MXE 5 DSP Server
- Dynacord MXE 5 DSP 5inch Touch Screen
- TASCAM CD200
- SY HDMI Receiver
- SY 4 Way HDMI Switcher
- ¼" Jack Audio Patch bay
- D Link DGS 110 Network Switch with POE
- RJ45 Data Patch bay
- Swisson DMX splitter
- DMX patch bay (5 pin XLR)
- BNC Patch bay
- Speaker patch bay
- Tecpro Master station amplifier
- Cloud FOH and ROH mixer amplifier
- Dynacord amplifiers
- Denon Blue Tooth receiver
- Space for future comms power supply

**B. Sound Desk and Stage Box**

- Allen & Heath SQ 6 Digital mixing console.
- 1 x Allen & Heath AB-1608 Digital stage box.
- 1 x SQ 6 Dust cover.

**C. Loud Speakers**

- 4 x Electrovoice ZX 1 Full range loudspeaker
- 1 x Dual 15in Subwoofer

- 2 EVF 1122 12 Inch full range loud speakers in black
- 4 Mackie SRM450v3 foldback speaker
- 2 x Electrovoice ZX3 Loud speakers (passive speakers)

#### **D. Back of House Paging System via the Stage manager's desk**

- 1 x Push to Talk microphone
- Bespoke Stage Managers desk / Paging system Mixer Amplifier
- Volume control for paging loud speaker
- Wall mounted paging loudspeakers

#### **E. Projector and Screen**

- Eiki 510W 7,000 Lumens WUXGA
- Long Throw Lens

#### **F. Presentation lectern**

- bespoke presentation lectern with school logo
- SY MFT31 Multi-functional AV input plate
- Shure Omni directional lectern microphone

### **Communications, hard of hearing and show relay**

#### **A. Assisted Listening System**

- Sennheiser IR Transmitter 6 channel
- Sennheiser Remote Aerials
- Sennheiser Receiver chargers

#### **B. Ring Intercom**

- Wired intercom master station
- Wired intercom beltpack
- Wired intercom headset

### **Front of House Drapes**

Electrically operated steel curtain track T-60 curtain track, black coated steel, 11m with twin wheeled runners. Max. Carrying capacity 4kg per runner. Equipment is fixed directly to the structural framework of the building via 40mm unistrutt steels running up/down stage, utilising threaded rod & manufacturer recommended fixing clamps.

### **Up Stage Curtain Track**

Handline operated steel curtain track T-60 curtain track, black coated steel, 11m with twin wheeled runners. Max. Carrying capacity 4kg per runner. Equipment is fixed directly to the structural framework of the building via 40mm unistrutt steels running up/down stage, utilising threaded rod & manufacturer recommended fixing clamps

## **TERMS & CONDITIONS**

Please read these terms carefully before making an application to hire the theatre. If we accept your application, you will be bound by these terms & conditions.

### **1. APPLICATIONS:**

- a) Your booking application must state the precise nature of the event for which you wish to hire the theatre, and whether children will be performing or supporting the production.
- b) You may make a provisional booking of the theatre by agreement with the Theatre Manager. A provisional booking will only be released after consultation with you. In order to confirm a provisional booking, you should submit a booking application in accordance with the hire application process above.
- c) The theatre is not deemed to be hired until the school has notified you in writing that your booking has been accepted, and you have paid the requested deposit.
- d) You can apply to hire the theatre up to 12 months in advance.
- e) Applications for bookings will not be considered from persons under 21 years of age.
- f) The school reserves the right to refuse any application to hire the theatre without giving a reason, or to accept any application subject to any additional terms and conditions we consider necessary.

### **2. HIRE CHARGES AND PAYMENT:**

- a) We charge for hiring the theatre in accordance with our list of Costs and Inclusions of Hire above.
- b) Before you submit a booking form, you should request confirmation from the Theatre Manager of the hire charges payable for your proposed booking.
- c) If your booking is accepted, the school will invoice you for your deposit payment. This deposit will be deducted from the total hire charges you pay for the booking. If your booking is not accepted, any deposit you pay with the booking will be returned to you.
- d) We reserve the right to review and/or increase hire charges for confirmed bookings at any time up to six months before the hire period begins. We will send you notice in writing if we need to do this. If we do this, you may cancel your booking with immediate effect and with no charge by giving us notice in writing. If you cancel your booking in this way, we will refund any deposit or hire charges you have paid.
- e) The total amount of the hire charges and all other associated costs are payable fourteen days after the commencement of the hire period, which may include paying for theatre technicians, music licensing charges payable to PPL PRS and cleaning charges if we feel the space has not been left in a satisfactory condition. The deposit will be deducted from this amount.
- f) We reserve the right to set off any hire charges or other sums due to us from you against any sums due from us to you.

### **3. CANCELLATION:**

#### **3.1 Cancellation by You**

3.1.1 You may cancel your booking at any time by giving us written notice of cancellation.

3.1.2 If you cancel your booking within seven days after the school confirms acceptance of your application, you will not have to pay us anything. Any deposit or hire charges you have already paid will be refunded to you within 30 days of us receiving your notice of cancellation.

3.1.3 If you cancel your booking after the 7 day cooling off period above (except where we are in breach of our obligations to you), the following applies:

- Written cancellation within 2 months before event date: Full deposit refunded
- Written cancellation between 2 months to 6 weeks before event: Deposit retained by FPSS
- Written cancellation between 6 weeks to 2 weeks before event: 50% Deposit retained by FPSS
- Written confirmation less than 2 weeks of the start date: Full venue hire will be charged

### 3.2 Cancellation by Us

3.2.1 We may cancel your booking in circumstances where:

- a) you commit a breach of these terms & conditions.
- b) we reasonably believe that you have mis-stated the nature of the event on application.
- c) we reasonably consider that the event is undesirable or carries an unacceptable risk of injury to participants.
- d) a force majeure event occurs where the theatre becomes unavailable for reasons outside our control.
- e) the school requires the theatre during the hire period in connection with an event of major importance.
- f) The hirer has not provided adequate documentation to show they have followed safeguarding of children requirements.

3.2.2 If we need to cancel your booking for any of these reasons, we will explain the reasons to you and give you as much notice as is reasonably possible in the circumstances.

3.2.3 If we cancel your booking for reasons d) or e) above, you will be provided with a full refund

3.2.4 If we cancel your booking for reasons a), b) or c) above, we reserve the right to retain a fair proportion of your deposit and/or hire charges unless we find another hirer for the hire period. The sum retained will be sufficient to cover the costs we suffer because of the cancellation.

## 4. WORKING WITH CHILDREN

4.2 If children are performing as part of your production, or are working backstage on the production, the hirer must ensure that all staff and/ or volunteers have enhanced DBS checks. The DBS numbers and date of clearance must be provided to our HR team prior to the letting.

4.3 If the hirer cannot provide a DBS number or date of clearance for an adult working with young people, then the hirer must complete Furze Platt Senior School's risk assessment form and this must be countersigned by FPSS's Designated Safeguarding Lead (DSL) to confirm Furze Platt is satisfied that appropriate safeguarding measures are in place ie that adults are supervised at all times.

4.4 The hirer must provide evidence that all chaperones have a chaperone license with the local authority.

Failure to confirm this will lead to a cancellation in the letting and notification to the relevant Local Authority Child Employment Officer.

## 5. PERMITTED USE:

- a) You must not use the theatre for any purpose other than that stated on your booking application.



- b) We may inspect your use of the theatre at any time.
- c) You must obtain Temporary Event Notice under the Licensing Act 2003 for any event where alcohol will be sold. Alternatively, contact the school regarding running a bar service for your event.
- d) You must not use the theatre for the sale of goods by auction to the public without first obtaining the written consent of the school, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation.
- e) You must not use the theatre for the purposes of gaming without first obtaining the school's consent and any necessary licence or permit.
- f) You must ensure payment of any licensing fees due for theatre rights and live performances of music, unless they come under the PPL PRS licensing, in which case we will charge you for this through the booking.

## **6. EQUIPMENT:**

- a) As part of the hire agreement we will provide you with the equipment set out in the current list of Costs and Inclusions of Hire.
- b) You must inform the Theatre Manager of the proposed position of the lighting desk; sound desk; sets; staging and any other furniture required for your event 21 days before the start of the hire period.
- c) You must not obstruct the gangways, aisles, corridors, entrances or exits of the theatre with chairs, tables, furniture or any other equipment.
- d) You must not drive nails, hooks, screws, tacks or any similar object into the walls, pillars, wood work, floors or furniture of the theatre, or otherwise damage the floors, seating or other furniture the theatre.
- e) You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the theatre without the consent and in accordance with the requirements of the school.
- f) No open fires, creosotes, petrol or spirit stoves or machinery or any dangerous or inflammable materials should be brought into or used in any part of the theatre without prior approval from the school.
- g) You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/snow, cigarettes, CO2 or oil without the prior written consent of the school.
- h) The school may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the theatre.

## **7. MAKING GOOD DAMAGE:**

You must repay to us on demand the cost of reinstating all or any part of the theatre, or any property in or the theatre, which is damaged, destroyed, stolen or removed during the hire period if the damage is in relation to or caused by the hiring.

## **8. THEATRE STAFF:**

As part of the hire agreement, if you require, we will provide such theatre staff as are set out in our current list of Costs and Inclusions of hire. As we base our staffing provision on the details you provide in the booking application, you must keep us fully updated of any changes to the nature of the event that may affect the staffing levels required.

## **9. REQUIREMENTS AND RESTRICTIONS:**

- a) Stage and Dressing Rooms. Except by arrangement with the school, no person other than persons taking part in a performance shall be permitted on the stage, in the dressing rooms or back stage

- b) Conduct and Good Order. You must take every care to ensure that undesirable persons are not permitted to enter or make use of the theatre, and you are responsible for good order and conduct during the hire period.
- c) Vacation of the theatre. You must ensure that the theatre is vacated by all persons at the end of the hire period. Any additional time will be charged for. All articles brought to the theatre in connection with the event must be moved within the time limit agreed with the school.
- d) Right of Entry. We reserve a right of entry to the theatre for any of our officers as authorised by the school.
- e) Complaints. Any complaint about any of the arrangements made by us in connection with the event should be directed to the school within 7 days of the cause of such complaint arising.
- f) Lost Property. Any lost property found must be immediately handed to the school.

## **10. SALE OF TICKETS FOR EVENTS:**

The school is able to provide a box office ticketing service for your event as an extra charge. Please contact the Theatre Manager [jennifer.bartram@furzeplatt.net](mailto:jennifer.bartram@furzeplatt.net) for details.

## **11. INTELLECTUAL PROPERTY:**

### 10.1 Copyright

- a) You must ensure that no work in which copyright exists:
  - is performed unless written permission has been obtained from all copyright owners; or
  - is broadcast, unless specific consent to broadcasting has been obtained.
- b) You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the Event.

### 10.2 Performing Rights Licensing with PPL PRS

- a) We have obtained TheMusicLicense from PPL PRS for the performance of copy right musical works in our premises.
- b) Where the Event involves the performance of copyright musical works covered by our PPL PRS Licence, you must:
  - i. inform us of the details of all music used before and after the performance (including incidental/ background music)
  - ii. inform us of the details of music during the performance
  - iii. inform us of admissions to every performance
  - iv. inform us of the average price of a ticket
  - v. inform us of box office receipts
  - vi. comply with the terms of our Licence in all other respects.
- c) We will pass on your PPL PRS license fee in our final invoice.
- d) Copyright work not covered by our PPL PRS Licence must not be performed without the consent of the owner of the copyright and you are responsible for obtaining such consent. This particularly refers to the use of music in theatre performances.

## **12. HEALTH AND SAFETY:**

- a) You must acquaint yourself and comply with The FPSS Theatre premises risk assessment
- b) You must comply with the requirements of Health and Safety at Work Act 1974, in particular that all equipment used for the event complies with required Codes of Practice (for example, that all

electrical items have current PAT certificates, hazardous substances have appropriate COSHH documentation and that the entire event has suitable risk assessment records).

- c) Ensure you know the evacuation procedure in case of fire and all means of escape from the building – See the Fire Evacuation Plan in the Theatre Hire Pack. You are responsible to communicating the procedure to all involved in your production.
- d) You must ensure there is a qualified First Aider at every performance you hold in our theatre.

## **CONTACT DETAILS**

For enquiries please contact the Theatre & Lettings Manager, Jennifer Bartram at [jennifer.bartram@furzeplatt.net](mailto:jennifer.bartram@furzeplatt.net) or 01628 625308 ext:169