

REQUEST TO HIRE FORM

Please complete this and return to: Jo Longworth, Rotherham Visitors Centre, 40 Bridgegate, Rotherham, S60 1PQ. Or email jo.longworth@rotherham.gov.uk

I wish to hire:

Civic Theatre or Annexe

Name of Hirer: _____

Address: _____

Contact Name: _____

Contact Tel: _____

Contact Email: _____

Production Title: (if known) _____

Dates of Hire: _____

Get In: (date & time) _____

Performance/Event Schedule:

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat Mat	Sat Eve
Date								
Time								
Price								
Concs								

Access Time: _____

Orchestra Pit Yes No

Followspots Required 0 1 2

Date Required for Tickets to go on Sale: _____

Thank you for completing this form. You will be sent a contract in due course. This should be signed by an authorised signatory of the company.

Office Use:

Deposit paid

Image received

Copy Received