

REQUEST TO HIRE FORM

**Please complete this and return to:** Jo Longworth, The Civic Theatre, Catherine Street, Rotherham, S65 1EB 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