The Majestic, Darlington
www.TheMajesticTheatre.co.uk
Office@The-Majestic.co.uk

Theatre Hire Application

Hirers Details

PLEASE NOTE: *This venue has no Wheelchair access. The Majestic Theatre has no lift and stairs are required to be climbed to access the Bar and Auditorium. During a get in our technical team is there to help and support. Please check our technical spec that provides further information regarding access. This can be found on our website:* www.themajestictheatre.co.uk

Name Of Hirer _____

Name Of Address

_____

_____**Post code** _____

Contact Person (Capital Letters) _____

Position within the organisation (If Applicable):

_____

Tel. Number _____**Email** _____

Details of Booking

Type of activity
Performance/Rehearsal/Film/Meeting/Party/Other _____
Title of event _____
Ticket prices _____

Dates and times of hire
Please include any rehearsal time and time required for setup & clean-up

Date(s)	Access to Theatre Time	Event Start Time	Event Finish Time	Expected Exit Theatre Time

Highlight your preferred hire

Please take note of the extra information below regarding technicians, equipment, dressing rooms and merchandise.

Hourly Charge	***Please tick***
£80ph before and after showtime. £100 ph during showtime. 50% of the full amount to be paid to secure the date. The remaining balance to be paid 7 days before the performance date. *Please note an hourly charge hire will receive 95% of the ticket sales due to ticket source charges.* *If the event is cancelled for whatever reason, The Majestic Theatre has the right to hold the deposit for expenses and loss of trade.*	
Full Day Hire 9am through to Midnight at a flat rate of £1000. £300 to be paid to secure date, remaining £700 to be paid 7 days before performance date. *Please note a full day hire will receive 95% of the ticket sales due to ticket source charges.*	
Box Office Split A box office split would be agreed between us and the visiting company. A £150 refundable holding deposit is required to secure the chosen date.	
Bar Hire £100 charge for any hire from 6pm till midnight. If the hirer requires the bar from a time before 6pm there will be a charge of £15 per hour. If the hirer requires the bar after midnight, there will be a charge of £20 per hour. Bar hire requires a deposit of 50% of the total amount to secure the date.	
Video projector A charge of £25 *Please supply your own laptop, if required.*	
Lighting, sound Technician(s) Lighting and sound operators are no longer included in our hires. One duty technician will be included. Please see our extra information. Technicians can be hired at £15 per hour	

Food & Drink

Drinks are served from our bar.
Food can be ordered any time before 5pm. If you require food after this time, please make the order in advance for any cold food options. Visiting companies can receive a 20% discount.
Please ask any manager for a menu.
***All visiting companies must pay for their food and drinks beforehand and not expect this to be added onto a tab or the hiring fees. This is to allow us to keep on top of costs.*

Extra Information

- *If the event is cancelled for whatever reason, The Majestic Theatre has the right to hold the deposit for expenses and loss of trade.*
- *If the company wishes for the venue to sell tickets on their behalf, Lyall Events are entitled to take a 10% cut of ticket sales. Please note this may increase the box office split. This is to cover expenses*

through our ticket site.

- *Final payments will be made within 30 days of receiving a valid invoice from the hiring company.*
- *If choosing to hire with a box office split and the visiting company is selling tickets using their own provider, a sales report must be produced within 48 hours of the event date.*
- *Our venue prioritises customer satisfaction to ensure the experience at our venue and the event is successful. Due to the effects of covid-19 we are slowly coming back to normality as any other venue. If ticket sales are low we like to steer away from rescheduling or cancelling any event. Therefore, we would like to include a backup option of moving the event to the bar if ticket sales are low. If we were to do so this means the hirers would only be charged the bar hire prices and would receive the full amount of ticket sales, barring ticketsource charges (10%) We are open to discuss any other ideas to support our hirers and customers.*
- *Hirers must arrange PRS for their chosen date. If this is not in place 7 days before the event The Majestic Theatre will arrange and charge the hirer to cover expenses.*
- *If choosing to hire with a box office split, the visiting company selling their own tickets and wishing for our venue to assist with selling merchandise there will be a charge of 10% of the takings. A sales report of what is sold must be provided to the duty manager on that day before leaving. This can be paid directly to the venue or can be added to the box office split.*
- *Basic lighting and a basic sound system are included on all hiring options. Our technical spec can be found here:*
  https://themajestictheatre.co.uk/visitor-information/
  If you require additional equipment this can be discussed with our technical managers who can arrange the hire. This will be an extra charge; however, we have an attached company who offer discount for our visiting companies
- *Visiting companies must email their own technical spec to Office@the-majestic.co.uk no later than a month before their date.*
- *Use of dressing rooms are included on all hiring options*
- *One duty technician is included for all hiring options. Please note the duty technician is there to assist, monitor and observe. They are not there to help with the running of a show. If you require a technician for lighting or sound this will be a charge of £10 per hour. We do advise for one technician to only focus on one operating system and not both. This can be discussed with our Technical Manager.*
- *There is no wheelchair access in our building. Please look at our technical spec which includes images of the stairs to climb for the get in. This is a straight flight stair with two flat straight paths in the middle. Our technical staff are there to help and assist with the get in id needed. Please discuss with our technical manager as there could be a charge if you need more than one person.*
- *Auditorium capacity is at 286. We like to block around 20 seats in case of any wheelchair users or issues with double booked tickets. If the event is looking to sell out, we can release these tickets if the hirer is happy to do so.*
- *Bar capacity is around 80. However, capacity may be deducted depending on if the party is holding a band or DJ.*
- *We ask for hirers to send us their promotional material at least five months before the date.*
  This can include leaflets, posters, roller banners and stickers to be placed at the front of our building.
  Poster sizes we fit are A1 A2 A3 A4
- *We can provide details of some local radio stations and local press.*
- *If there is anything specific you need for advertisement please contact us and we will help in any way we can. Visiting companies are expected to market their own events and to keep the venue updated with what advertisement is in place.*

To help us understand your company and your audience please answer the questions below. This helps us investigate what box office split would be beneficial, ticket prices and an approximate number of tickets that could be sold.	
What other venues has your event visited that are like ours?	*Please insert answer here*
Please provide a link in the answer box for any showreel material. You can email this to office@the-majestic.co.uk	
What marketing plans do you have in place? *Please note we expect all visiting companies to take responsibility for their own promotion. Our venue does support leafleting around Darlington town centre and social media.*	

**Unless stated otherwise The Majestic Theatre on occasion provides discounts to locals and local Businesses. To boost ticket sales, we may offer a competition on our Social Media platforms and in the local press/radio stations.

I agree to give permission for The Majestic Theatre to offer Discounts to locals, local businesses and on all social media platforms incl. Facebook, Twitter and Instagram.	
I agree to give permission for The Majestic Theatre to hold competitions on local media platforms, local press and radio stations. The maximum tickets we will give away would be 10 tickets per event. Tickets are only complimentary depending on current ticket sales.	
As a marketing strategy The Majestic Theatre has permission to create promo codes that will be sent to private companies. The **maximum discount** that we will offer for your production will be 25% only.	
Groupon/Wowcher vouchers can be useful to put bums on seats. The Majestic Theatre will not organise this but if the visiting company wishes to go ahead we can do so on their behalf. We need at least three months before the show date.	

Please include a full description of your event with as much detail as possible:

Please use this opportunity to ask any questions that will help with your hire:

Thank you for choosing our venue for your production and we will be in contact very soon. Please fill in this hirers application with as much information as possible as this will help us understand your needs and what support to be put in place to ensure a successful event.

Yours sincerely

MAJESTIC THEATRE

PART OF THE LYALL EVENTS AND ENTERTAINMENT LTD COMPANY

Theatre Manager	**Hayley@The-Majestic.co.uk**
Box Office Manager	**BoxOffice@The-Majestic.co.uk**
Advertisement/Softplay Manager	**Luke@The-Majestic.co.uk**
Technical/Kitchen Manager	**Tom@The-Majestic.co.uk**
Technical Assistant Manager	**Matthew@The-Majestic.co.uk**
Urgent Management Email	**Office@The-Majestic.co.uk**