Ref no:

Agreement for hire of all or part of 'the hub' facilities

This agreement is made between Central Sussex College, whose details appear at A (1) below, and you, whose details appear at A (2) below, for the hire of the venue, the details of which appear at D below, upon the Terms and Conditions set out overleaf and in the schedule below to the exclusion of all other written or verbal representations, statements, undertakings, negotiations, proposals or agreements.

SCHEDULE

A. The Parties

(1) Central Sussex College, College Road, Crawley, RH10 1NR

(2) You

Organisation:

Address:

Postcode:

Telephone:

Email:

Our Patron: ***Lesley Manville***

B. The Event

The performance/event known as:	

C. The period of Hire

From: DD/MM/YYYY		**To: DD/MM/YYYY**	

Get In/Stage Preparation	**Date:**		**Times:**	
Rehearsals	**Dates**		**Times:**	

Performance Days - Evening (please circle)	**MON**	**TUES**	**WED**	**THURS**	**FRI**	**SAT**	**SUN**
Performance Days - Matinee (please circle)	**MON**	**TUES**	**WED**	**THURS**	**FRI**	**SAT**	**SUN**

PLEASE NOTE NO PUBLIC PERFORMANCES CAN TAKE PLACE ON A SUNDAY

Get out/Clearance	**Date:**		**Times:**	

Our Patron: ***Lesley Manville***

CENTRALSUSSEXCOLLEGE
sixth form haywards heath

Harlands Road, Haywards Heath
West Sussex, RH16 1LT
T: 01444 456281
F: 01444 417047
info.hh@centralsussex.ac.uk
www.centralsussex.ac.uk

D. The Venue

Please tick venue:

Hub Theatre ☐ **Pod 1*** ☐ **Dance Studio** ☐ **Pod 2** ☐

* Please note that if you are hiring for a performance event, Pod 1 is included within the hire fee

PLEASE NOTE THAT THESE SPACES CAN BE USED IN VARIOUS CONFIGURATIONS. PLEASE DISCUSS THIS WITH 'The Hub' MANAGER FOR MORE DETAILS.

E. Technical Equipment Requirements

Standard package (See Schedule 1 within conditions of hire)	This consists of a neutral colour wash at stage end. Use of lighting and sound board.	**YES**	**NO**
NOTE: If you respond 'No' this indicates you wish to discuss a more complex technical requirement. Further equipment is available for hire. Please discuss this with Theatre Technical Manager.			
Additional costs	Theatre Technical Manager £20 hour.	**No. of hours:**	

Please indicate if you would like us to provide: Note this is at extra cost.

Sound operator ☐ Lighting operator ☐

Please indicate if you will be providing your own:

Sound Equipment ☐ Lighting Equipment ☐

Please indicate if you will be using :

Strobe Lighting ☐ Pyrotechnics ☐ Cigarette Smoking ☐

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F. PAYMENT

By signing this agreement you confirm that you have read and fully understood our scale of charges, a copy of which you have retained.

G. HIRE

Please indicate the sessions required below.

09.00 – 17.00: ☐

17.00 – 22.00: ☐

Please do not sign this agreement unless you wish to be legally bound by its terms. If you require further information about the law as it relates to this agreement you should contact a solicitor or the Citizen's Advice Bureau.

Your signature: ……

Position within the 'Organisation': ……..

Date:……

Please return to:

Business Development Adviser
Sales & Marketing Department
Central Sussex College
College Road
Crawley
RH10 1NR

Enclose the NON-REFUNDABLE DEPOSIT OF £40. This will be deducted when we send a final invoice.