

## **Booking Process Broadway Theatre - Terms and Conditions**

### **1. Initial Inquiry**

You will first inquire about the availability of your desired date for the venue. We will respond promptly to confirm whether the date you have requested is available.

### **2. Pencilling the Date**

If the date is available, we will inform you that it can be pencilled into the diary. In order to proceed to a pencil, you are required to fill out an Event Booking Form. This form must include comprehensive and detailed information regarding your booking, such as:

- Event date and times
- Technical requirements (e.g., sound, lighting, and AV)
- Staging requirements
- Any additional specifications related to the layout (e.g., flat floor, seated, projection needs)
- Ticketing Information
- Asset information
- Funding information

### **3. Booking Confirmation for Regular Hirers Of More Than Two Productions Annually**

Once we receive your completed Booking Form with all necessary details, we will pencil your booking into our diary and proceed to contract and deposit.

### **4. Meeting Requirement for New Hirer's Or Hirer's With Less Than Two Productions Annually**

If you are a new or infrequent hirer to the venue, we will not pencil your booking until we have received a completed booking form and held a meeting to discuss your event in detail. This meeting is essential for us to fully understand your requirements and ensure that we can accommodate your needs and is only scheduled once your detailed booking form is received.

### **5. Finalisation of Booking**

Following our discussion (for new hires) or upon receipt of the Booking Form (for existing regular hires), we will proceed to pencil and then finalise your booking and draft a contract. Please note: A pencil does not guarantee your date and you may not advertise or sell tickets for any event at the Broadway Theatre until a contract is signed and deposits paid. The Broadway Theatre reserves the right to remove, cancel or amend any pencilled date.

### **6. Advance Bookings**

For events pencilled more than 12 months in advance the full hire fee is and contract signing applicable within 8 weeks of pencil and is non refundable. This is in order to prevent monopoly repeat pencilling of prime dates, be fair to all hirer's and allow the venue to use its discretion in regard to premium and prime dates for community and commercial purposes.

### **7. Agreement to Terms**

By participating in the booking process, you agree to the terms outlined above.

If you have any questions or require any further information, please do not hesitate to contact us. We look forward to assisting you with your event!