

THE LYRIC BOOKING FORM

Please complete and sign this form and return to:

Dinnington St John's Town Council
The Lyric Booking Service
 62a Laughton Road, Dinnington
 Sheffield, S25 2PS

Tel: 07583 796827
 Email: lyricvenue@outlook.com

YOUR DETAILS (HIRER)
Name:
Address:
.....
.....
Phone Number:
Email:

FUNCTION DETAILS
Type of Function:
Date of Hire: No. Of Guests:

AUDIO/VISUAL (AV) HIRE
The Lyric Theatre has an AV Officer who manages our Music and Lighting system. No other person can operate our equipment. If you intend to have an event which requires use of our stage lighting and music system, you need to include the AV Officer in with your booking (Incurs additional fee). Please contact us for a quote dependant on what you require

Please complete all sections See Conditions of Hire and Schedule of Charges for details			
<u>FACILITIES REQUIRED</u>	<u>TIMES</u>	<u>FEE</u>	
MAIN HALL YES / NO	From..... to.....	£.....	
KITCHEN YES / NO	From..... to.....	£.....	
STAGE YES / NO	From..... to.....	Included	
DRESSING ROOM YES / NO	From..... to.....	Included	
BAR YES / NO	From..... to.....	(Included)*	
LATE BAR YES / NO	To 12:30am (Fri/Sat Only)	£.....	
# AV HIRE YES / NO	From..... to.....	£.....	
SEATING ROSTRA YES / NO		£.....	
Please Note: Bookings may be subject to a Refundable Bond		£.....	

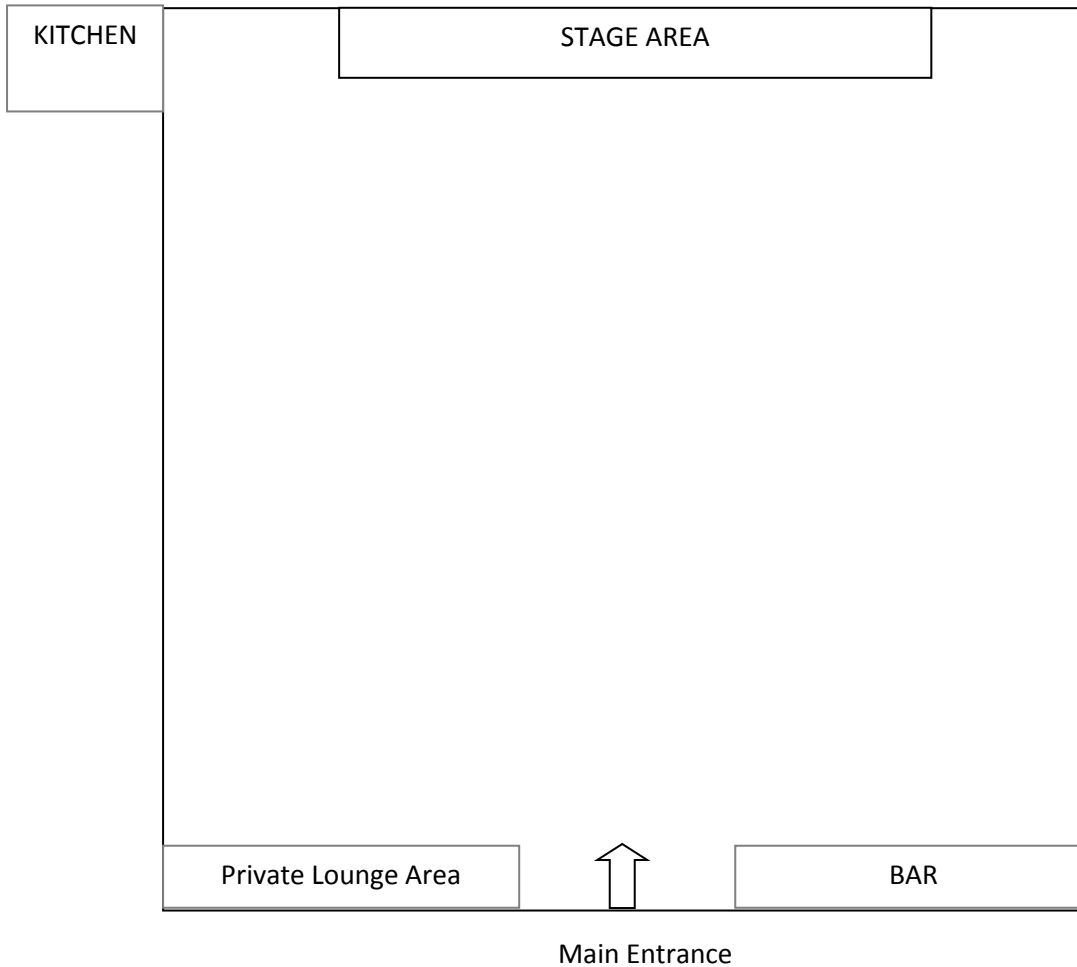
OFFICE USE
Total Fee £
Deposit £
Deposit Receipt No.....
Date issued
Balance Due by / / (min 2 weeks before event)
Balance to pay £
Balance Receipt No
Date received / /
Banked / /
Spreadsheet updated by

You can pay by cash, or cheque payable to Dinnington Town Council
or by using the Bankers' Automated Clearing Services, (BACS) using the following details:
Sort code: 08-92-50 Account Number: 61118504 + provide your name and event date as a reference
Please then email DSJTC@hotmail.co.uk to let us know you have paid by BACS. Thank you

OTHER REQUESTS
Should you have any other requirements not covered above, please state below and we will try our utmost to accommodate your needs:
.....
.....

ROOM LAYOUT

The Lyric has 9 Round tables which can seat between 8-10 people and a large number of Rectangular tables which can seat between 6-8 people.
For stage productions, seating can be theatre style on one level, or by hiring the tiered Rostra
Please draw below how you would like the room layout to look.



CUSTOMER DECLARATION

I declare that I have read and agree to abide by the Conditions of Hire in relation to my booking.

SIGNED: DATE:

**This form, duly completed and signed,
should be sent to:**

The Lyric Booking Service
62a Laughton Road
Dinnington
Sheffield, S25 2PS

Please include a £50 deposit

Cheques should be made payable to:
DINNINGTON ST JOHN'S TOWN COUNCIL
Or payment can be made by cash or BACS

**PLEASE NOTE: The deposit is non-refundable if the Hirer cancels the event.
No booking can be confirmed until we receive and accept a booking form and deposit
The balance of your hire fees must be paid no later than 2 weeks before your event date**

CONDITIONS OF HIRE

Please read and retain these for your reference

PLEASE NOTE: The balance of your hire fees must be paid no later than 2 weeks before your event date

INTRODUCTION:

For the purposes of any agreement relating to the hire of the premises known as The Lyric, Laughton Road, Dinnington (hereinafter called 'the Lyric', the Hirer named overleaf shall be deemed to be the Offerer (hereinafter called 'the Hirer') and Dinnington Town Council SHALL BE DEEMED TO BE THE Offeree (hereinafter called 'The Council').

The Lyric Theatre Manager acts as agent on behalf of the Council and only their representatives are authorised to negotiate and sign, on behalf of the Council, any agreement relating to the hire of part of the whole of the Lyric.

OFFER:

This booking form, the reverse having been duly completed and signed by the Hirer, shall upon being delivered to the Lyric Service, be deemed to be an Offer.

ACCEPTANCE:

Upon accepting an offer, the Lyric manager will ENDORSE the booking form (the offer) with the word ACCEPTED signed and dated, a certified photocopy of which shall be used to communicate the acceptance of an offer. Where offers are received by post, subject to the General Rules of Posting, the post shall be an acceptable method for the communication of acceptance. Equally, where offers are received via email, this method will also be used to confirm acceptance.

TRANSFERS:

Following acceptance, unless permission otherwise is given in writing by the Lyric Manager, the Hirer cannot change the date of hire, the proposed use of the Lyric nor transfer any rights or benefits of the hire to a third party.

CANCELLATION:

In the event that following acceptance, the Hirer cancels, the Hirer forfeits the minimum £50 deposit.

FEES:

The minimum £50 deposit must accompany the Hirer's offer (Booking Form) and the remaining balance must be paid no later than 2 weeks before the event

Certain events, at the discretion of the Lyric Manager, will attract a refundable bond in addition to the fees above to cover any potential damage to the building. This bond will be returned once the Lyric Manager is satisfied no damage has occurred. If patrons at the event cause damage the council will liaise with the hirer with regards to the cost of repair.

The Lyric Manager may charge a refundable bond of £150 per booking.

HIRER'S OBLIGATIONS:

- (a) The Hirer must make adequate arrangements to protect the Council's property and supply as many attendants and supervisors as may be required. **Under no circumstances should the Hall be left open and unattended.**
- (b) The Hirer must not use the Hall or any other part of the Lyric for anything that may be considered obscene or in any way offensive to public decency.
- (c) All breakages and damage in respect of Council property must be paid for by the Hirer.
- (d) The Hirers must acquaint themselves with the condition of the Music, Singing and Dancing License displayed in the Lyric entrance.
- (e) The Hirer is responsible for ensuring children are not on the stage, stairs or balcony due to health and safety reasons unless they are part of a show taking place on the stage however they are to be supervised at all times by a responsible adult
- (f) No public access to the balcony.
- (g) All requirements are to be discussed at the time of booking i.e. set up times, bar opening times, facilities and such like.
- (i) To ensure all details given are correct providing as much information regarding external services i.e. discos and catering services which will be used within the Lyric.
- (j) The hirer is responsible for the actions and behaviour of their guests.
- (k) All fire exits are to be kept clear of any obstructions at all times.

LEGAL CONDITIONS:

- (a) There is no requirement for a door-person to be on duty at the door; however it may be prudent for certain functions. Requirements should be discussed with the Theatre Manager and all costs incurred in respect of providing a door-person are the liability of the Hirer and must be paid on demand unless privately arranged by the Hirer.
- (b) Under no circumstances will any kind of smoke or any other kind of pyrotechnics be allowed. These effects are prohibited by the licensing authorities.

GENERAL CONDITIONS:

- (a) The Lyric doors will be opened half an hour before the start of any function.
- (b) The Bar must be closed BEFORE the end of any function (Mon-Thurs by 11.30pm. Friday and Saturday nights by 12.30am and Sundays by 11pm).
- (c) The building must be vacated by midnight Sunday to Thursday and by 1.15am Friday and Saturday if the the hirer has prior authorisation from Dinnington St John's Town Council.

DISPUTES ETC:

Anything not covered by these conditions will be dealt with as the Council thinks fit. The Council's decision on any matter shall be final.

The Hirer will not be allowed to bring in alcohol or mineral waters etc. into the Lyric for sale or consumption by the Hirer or guests. Please be aware we reserve the right to confiscate any beverages found, however they will be returned at the end of the function. Permission will not be unreasonably withheld in respect of Wedding Toasts etc.

No food is to be left on the premises following any hire of the Lyric. Large waste bins sited at the rear side entrance door are available for the disposal of such waste. Should there be any waste left in the building please be aware there may be a clean-up fee incurred.

The Hirer is responsible for ensuring their appointed representative arrives on time in respect of the agreed time of access to the Lyric. In the event that the Hirer or their appointed representative fails to arrive punctually, access to the Lyric is NOT GUARANTEED and in such circumstances the deposit will be FOREFEITED.

Smoking including e- cigs anywhere inside the Building is STRICTLY PROHIBITED at all times. Party poppers or streamers are strictly prohibited due to the damage caused to the tables and floors. Should such items be used, we do reserve the right to issue a penalty charge.

Should helium canisters be used please make sure these are removed from the premises.

Any fire extinguishers discharged for any purpose other than for fire-fighting inside the Lyric will result in the Hirer being charged £50, this additional fee being payable by the Hirer on demand to the Council.

Access for set up and removal of items can easily be arranged within reason, however there may be times where an additional charge may be incurred.

Please note we are not responsible for vehicles or personal items left in or outside the building.

CODE OF CONDUCT FOR USERS OF COUNCIL FACILITIES

In order to support a safeguarding culture for all users of council facilities, we have developed a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:

- Treat each other with respect.
- Show consideration for other groups using the facilities.
- Treat the facilities provided with due care and respect.
- Provide an example of good conduct that you wish others to follow.
- Report any instances of potential/actual safeguarding issues involving children, young people or vulnerable adults to group leaders, councillors, the Town Clerk or parents and carers, as appropriate.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, councillors, the Town Clerk or parents and carers, as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

Please return the attached LYRIC BOOKING FORM & DEPOSIT to Dinnington St John's Town Council, but retain these CONDITIONS OF HIRE for your own reference.