**Hire Booking Form**

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| Event Name |  | | |  | Your Name |  |
| Company Name |  | | |  | Your Phone Number |  |
| Charity No. |  | VAT No. |  |  | Your Email Address |  |
| Business Address |  | | |  | Your Position |  |

**Event Dates & Times**

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| **Proposed Hire Dates** | **Purpose** | Please specify your schedule carefully. The times stated below will be strictly adhered to by staff. | | | | | | |
| Full Date | Rehearsal or Show? | Access Time for  Crew & Performers | Audience Access Time (1 hour before show time) | Event Start Time | Show Interval | Event Finish Time | Exit Time for Crew & Performers | Total No. of Hours |
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**Seating Layout & Rooms for Hire**

The Kings Hall has a maximum capacity of 600 standing guests and between 120 and 500 seated, depending on your event layout. Please ensure your planning adheres to these limits.

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| **Space** | **Layout** | **Audience Capacity/ Tickets Available** | **Tick to Select** |
| Main Hall | Theatre Seating | 500 seats |  |
| Standing | 600 people |  |
| Cabaret | 260 seats |  |
| Cabaret & Dance Floor | 120 seats |  |
| Cabaret & Theatre Seating | 370 seats = 120 Cabaret Seats / 250 Theatre seats |  |
| Theatre Seating & Dance Floor | 300 seats |  |
| In The Round | 300 seats |  |
| Market | 40 stalls |  |
| Bar | Fixed Furniture | 40 seats inside  20 seats outside  20 standing |  |
| Foyer Box Office | Fixed Furniture | Transient Space for Ticketing & Security |  |
| Dressing Room 1 (bathroom) | Fixed Furniture | 6 people |  |
| Dressing Room 2 (bathroom) | Fixed Furniture | 3 people |  |
| Dressing Room 3 | Fixed Furniture | 3 people |  |
| Dressing room 4 | Flexible Space | 2 people |  |
| Green Room | Flexible Space with Large furniture | 6 people |  |
| Additional Furniture Required?  (trestle tables or merchandise stall) |  | | |

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| **Additional Services** | | **Tick to Add Service** |
| Member of Staff to Sell Merchandise | £89 +VAT per 4-hour call |  |
| After Show Cleaning Support / Deep Clean | £146 +VAT |  |
| Table Dressing for Cabaret Layout (black table cloths & lamps) | £12 +VAT per table |  |

**Marketing**

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| **Marketing**  **Any public event showing at the Kings Hall must provide the following.** | | |
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| Please supply the following marketing assets addressed to:  The King’s Hall, Beacon Hill Road, Herne Bay, Kent, CT6 6BA | A1 Posters - x2  A4 Poster - x10  A5 Flyer - x1000 | |
| Website Images & Copy: please send to frankie.denton@canterbury.gov.uk | Please supply copy/ text, and a square and landscape image for the website listing.   * Square images to be 500 pixels by 500 pixels * Landscape images to be a ratio of 850 pixels in width and 450 pixels in height | |
| **Additional Services** | | **Tick to Add Service** |
| The digital advertisement on the in-house screens is charged at £80 +VAT. Please send to [frankie.denton@canterbury.gov.uk](mailto:frankie.denton@canterbury.gov.uk) | Artwork must adhere to the following guidelines:  ✓Minimum 1920 x 1080px  ✓RGB colour mode  ✓72 dpi resolution  ✓Key Content within the safe zone  ✓Graphics aware of the safe zone |  |

**Ticketing**

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| **Ticketing** | | |
| Is there an age restriction on this event? | |  |
| Ticket Prices (please specify) | Adult Ticket / Full Price |  |
| Concessions Ticket |  |
| Early Bird (100 Tickets) |  |
| Other (please specify) |  |
| \*As an inclusive and accessibility-friendly venue, we provide a complimentary ticket for carers to assist customers who require support to attend an event. 20 accessibility tickets are available for each show at no cost to the venue as standard. | | |

**Security Industry Authority**

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| **Security** |
| For all public events, SIA (Security Industry Authority) licensed security staff will be provided at a ratio of 1 staff per 125 attendees (minimum 2 staff), unless the Designated Premises Supervisor (DPS) deems less staff are necessary based on a risk assessment. The DPS will arrange and book security personnel, and the cost will be charged to the hirer at £30+ VAT per hour per staff member, with a minimum 4-hour call. Hirers must confirm security requirements at the time of booking, and comply with all relevant health, safety, and legal obligations. |

**Music Licences**

| **MUSIC** | | | | | |
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| PRS (Performing Right Society) is a UK organization that collects royalties on behalf of songwriters, composers, and music publishers whenever their music is publicly performed or broadcast. It is a legal requirement for the venue to pay this fee on behalf of the performer, which is typically 4.2% of gross ticket sales unless an exemption letter from PRS is provided. | | | | | |
| **Please tick the applicable to your event below:** | | | | | |
| **NONE** | **LIVE** | **RECORDED** | **AMPLIFIED** | **ACOUSTIC** | |
| If you are performing a musical or show that requires a license or rights? Please confirm that you have obtained the necessary licenses before booking. Please attached a copy for PRS. | | | | YES | NO |

**Technical Staff**

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| **Technician** | | | |
| All shows and events at King’s Hall are managed or supported by the Aura Events technical team. Outside technicians are only permitted when accompanied by an in-house member of the technical team. Please note that technical support is not included in the venue hire fee. If your event requires stage lighting, sound, or other technical services, please contact: Damon at [damon@aura-event.services](mailto:damon@aura-event.services)  Technician Day Rate: £250 +VAT | | | |
| **Are you bringing technical equipment into the venue?** If so, a PAT Test certificate needs to be submitted before your event. | | YES | NO |
| **Technical Support** | Do you need a sound or lighting technician? | YES | NO |
| **Outside Technical Support** | Are you bringing an outside technician in addition to the in-house technical team? | YES | NO |

**Child protection**

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| **Children & Vulnerable Adults** | | |
| **You are responsible for children and vulnerable adults participating in your event** | | |
| Will children/ vulnerable adults be participating in your event? | YES | NO |
| Will you be providing chaperones? | YES | NO |
| Are your chaperones DBS checked? | YES | NO |
| Have your chaperones/ stewards had safeguarding training? | YES | NO |
| IMPORTANT  Please supply the following documents no later than 2 months before your event: | | |
| Public Liability Insurance | Sent Date: | |
| Risk Assessments | Sent Date: | |
| Safeguarding Policy (if children or vulnerable adults are involved) | Sent Date: | |

**Kings Hall Staff To Complete**

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| **Kings Hall Staff To Complete** | |
| **Event Hire Fee for Agreed Schedule** |  |
| **Hourly Overtime Rate** |  |
| **Additional Charges** |  |
| **SIA** (security) |  |
| **PRS** |  |
| **Deposit** |  |
| **Date** |  |
| **Customer To Complete** | |
| **Declaration**  *I have read the Terms and Conditions of Hire, the Booking Form and Hire Charges documents and I undertake to be bound by them and by the directions of any authorized officer of the King's Hall, Canterbury City Council in relation to this application. I accept liability for the payment due for this booking.*  **Signed** *(typed name equals signature and consent or signature jpeg)*  **Date** | |