



# The Chrysalis Theatre – Booking Application

Reference No.:

Please complete the Booking Application and send it with a completed copy of the declaration to: **The Chrysalis, Camphill Milton Keynes Community, Japonica Lane, Willen Park South, Milton Keynes, MK15 9JY**. If you incur any problems while filling out the Booking Application, please get in touch by email at **info@chrysalismk.co.uk**, or phone us on **01908 235505**.

## Details of Hirer

Date of filling out application:	
Name of Organisation:	
Contact Name:	
Contact Address:	
Postcode:	
Daytime Telephone:	Evening Tel:
Email:	Website:
Daytime Telephone:	Evening Tel:

Will tickets be on sale to the public?

Yes/No  
(Delete as appropriate)

For our own record, please tick next to the areas of the theatre that you want to utilise:			
Raked Seating	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>
Balcony	<input type="checkbox"/>	Technical Box	<input type="checkbox"/>
Stage	<input type="checkbox"/>		

## Details of Hire

Name of Production/Event:

### Session Date(s)

### Example

Please fill out the following table with:

- Description of Use
- Date of Session

<b>Morning 09:00-13:00</b>	<b>Evening 17:00-22:00</b>
<i>Moving in 01/01/10</i>	<i>Performing 01/01/10</i>

<b>Morning 09:00-13:00</b>	<b>Afternoon 13:00-17:00</b>	<b>Evening 17:00-22:00</b>	<b>Full Day 09:00-17:00</b>	<b>Extended Day 09:00-22:00</b>

<b>Session Costs:</b>	<b>Public Sector Rate</b>	<b>Business Sector Rate</b>
<b>Morning</b>	£160	£240
<b>Afternoon</b>	£160	£240
<b>Evening</b>	£200	£300
<b>Full Day</b>	£320	£420
<b>Extended Day</b>	£520	£780

<b>Cost Calculator:</b>	<b>No. of Sessions</b>	<b>Cost of Sessions</b>	<b>Total</b>	<b>(Please leave blank)</b>
<b>Morning</b>				
<b>Afternoon</b>				
<b>Evening</b>				
<b>Full Day</b>				
<b>Extended Day</b>				
<b>TOTAL COST:</b>				

## Publicity/Marketing

The Chrysalis Theatre is proud to publish its own program of events that is distributed within and around the community. We encourage hirers to be a part of it. There is an additional fee of £10 in order to fund this. We will also publish your event on the Chrysalis website.

If you would like to take advantage of this, please give the following information:

Name of Event:	
Name of Production Company:	
Starting Time of Performance (matinee):	End Time:
Starting Time of Performance (evening):	End Time:
Time and Duration of Interval:	
Full Price:	Concessionary Prices:
Will you be relying completely on door ticket sales?                      YES/NO    (delete as appropriate)	
Please give a brief description of the event in no more than fifty words to enable us to advise possible attendees on the nature of the performance (comedy, dance, family friendly etc.). If you have any images or logos, please email them in JPEG format to <a href="mailto:info@chrysalismk.co.uk">info@chrysalismk.co.uk</a> , quoting the Name and Date of your event in the subject line:	
If you wish to use our display boards to advertise your production, please bring or send size A4/A3 posters and/or leaflets. Space will be allocated on a first come first serve basis within the area provided.	
Your Box Office Telephone:	
Your Box Office Website:	
Your Box Office Email:	

## Additional Equipment

We can also provide you with the following equipment for an additional fee.

<b>Black Dance Floor</b>	£50 per booking	£
<b>Cable Microphones</b>	£5 per microphone (4)	£
<b>Radio Microphones</b>	£10 per microphone (1)	£
<b>Smoke Machines</b>	£25 per machine (2)	£
<b>Follow Spots</b>	£25 per follow spot (2)	£
<b>Primary Coloured Gels</b>	£5 per booking	£
<b>Raised Stage Platform</b>	£50 per booking	£
<b>Table Cloths</b>	£1 per cloth	£
<b>Projector</b>	£20 per booking	£
	<b>Total Additional Equipment</b>	<b>£</b>
	<b>Publishing/Marketing Fee</b>	<b>£10</b> (delete if necessary)
	<b>Hiring Cost</b>	<b>£</b>
	<b>TOTAL BOOKING COST</b>	<b>£</b>

## Deposit

For bookings totalling less than £520, a deposit to secure your reservation is required in the form of a cheque for the total cost of your booking.

For bookings totalling more than £520, a reservation deposit in the form of a cheque for the amount of £520 is required.

Please make cheques payable to **Camphill MK Community** and write '**Chrysalis Theatre**' and the **name of your event** on the reverse.

**I have included a cheque for the reservation deposit in the amount of £**

In order to secure the premises against any damages that may be incurred, you are required to pay a returnable deposit in the amount of **£150**. This must be paid in cash at the time of booking. Arrange a visit in order to pay this amount in person.

FOR OFFICE USE – Date Paid:

Signed:

# The Chrysalis

## DECLARATION BY HIRER

I/We have read, understood and agree to the Terms and Conditions of hire.  
I/We agree to indemnify Camphill MK Communities Ltd in the event of loss or damage to the premises and for any claim made by any party for bodily injury arising out of the use of the premises.

I/We certify that:  
Public Liability Policy No  
issued by (name of insurance company)

provides indemnity in accordance with the above paragraph for the sum of not less than £5 million pounds sterling and will remain in force during the whole hire period.

I/We shall effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities.

Name

Position

Signature

Date

### **Additional declaration to be signed if the event involves children**

I/We confirm that we are familiar with the current legislation and guidelines concerning the protection of children, and agree to abide by them.

Name

Position

Signature

Date

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*(To be completed by Camphill MK)*

**Booking confirmed on behalf of Camphill MK Communities Ltd by:**

Name

Position

Signature

Date

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