



MCT - HIRE REQUEST FORM

Company	
Contact Name	
Is the organisation a 'not for profit organisation/registered charity'? Please specify.	
Contact Address. Please insert full postal address; please note this address will be used for all contractual communications.	
Have you hired the MCT before? If not how did you hear about us?	

Event Details

Nature of the event/performance	
Event Format	
Venue	
No. of performers	
Age Range	
Live Band?	

Schedule

Hire date(s). Please be specific and indicate what activity on each date. i.e. Get In/tech time/rehearsal/Performance date(s)/Get out	
Provisionally expected audience size.	
Show start time	
Interval?	

Show finish time	
Size of cast/band	
Size of crew	
Brief description of the performance	

Technical Requirements

We do not include a lighting or sound operator within the price of our venue hire. Please specify if you would require an operator and see our Additional Terms & Conditions for pricing.

Lighting Operator		Sound Operator	
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Notes. Please add any additional information.	
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If we can accommodate your booking we will invite you to a Production Meeting so we can talk to you in greater detail about your event. After this meeting your hire costs will be confirmed and if you wish to go ahead, a contract will be issued.

Please note that providing this information does not imply a contract between the parties and an offer from the Michael Croft Theatre will be generated separately and a formal contract will be issued for both parties consideration.

Please complete the above and send to:
Raphaela Zanconato
External Activities & Events Coordinator
enterprises@alleyns.org.uk