

Serge Constantin Theatre

Website: www.culture.govmu.org Email: sctheater@live.com

Serial No:.....

APPLICATION FOR HIRE OF THEATRE

	<u>APPLICATION FOR HIRE OF THEATRE</u>			
1	Name of Organisation / Applicant			
2	Address			
3	Contact Person			
4	Tel No:-	Residence	Office	Fax
				Mobile
5	Email Address			
6	Booking required for: (please tick) (Give details)	<input type="checkbox"/> Theatre Activities <input type="checkbox"/> Concert <input type="checkbox"/> Cultural Show <input type="checkbox"/> Lecture / Seminar/ Conference <input type="checkbox"/> Film Projection <input type="checkbox"/> Others (Please specify)		
7	Access to guests (please tick)	<input type="checkbox"/> By sale of tickets <input type="checkbox"/> By invitation		
8	Cost of ticket (if applicable)			
9	Number of Guests expected (not to exceed 292)			
10	Brief Technical Requirements:-			

	Sound	
	Lighting	
	Stage	

Initials:

11 (a)	Sn	Days*	Dates	Time		Purpose (Setup, Rehearsal, Show)	Remarks
				From	To		
	i						
	ii						
	iii						
	iv						
	v						
	vi						
11 (b)	Other Facilities required (Please specify)						

*(Please attach additional sheet if needed)

11. RATES

<u>Monday - Friday:</u>	<u>Rates</u>
09 00hrs - 16 00hrs (Technical Setup / rehearsal)	Rs.400/hr
09 00hrs - 16 00hrs (Show)	Rs.1500/hr
16 00hrs - 23 00hrs	Rs.4000/hr
Saturday (Before 23 00 hrs)	Rs.4000/hr
Sunday/Public Holiday	Rs.5000/hr
Beyond 23 00 hrs (Any day)	Rs.5000/hr

11.1 NOTE:

(a) The above rates are inclusive of all facilities available at the Serge Constantin Theatre.

- (b) **The amount should be paid on confirmation in writing to the Finance Section, Ministry of Arts and Culture, 1st Floor, Baden Powell Court, Baden Powell Street, Port Louis. Any balance/ refund will be claimed/settled after the show.**

N.B. The amount may be forfeited in case the event is not held. However, if the event is postponed for not more than 30 days, the amount may stand good.

12 RULES AND REGULATIONS FOR USE

I/We undertake to follow the conditions attached to the hire of Serge Constantin Theatre as mentioned below:

- (a) To produce, where required, the following **at least** three days prior to the show:
- (i) Clearance Certificates (where applicable) from the Police Department, Rights Management Society and the Board of Film Classification and Stage Play Censors;
 - (ii) Evidence of insurance covers taken; and
 - (iii) Any other applicable permits.

Initials:

- (b) To restrict the number of invitees/tickets on sale to a maximum of 292, and no additional chairs will be placed in the hall. ***The Ministry reserves the right to refuse access to invitees/ ticket holders beyond this figure.***
- (c) To ensure that no drinks and foodstuffs are taken inside the Theatre. Smoking and alcoholic drinks are strictly prohibited inside the Hall and on the premises.
- (d) To meet cost of damage, if any, to the Serge Constantin Theatre within a delay prescribed by the Ministry.
- (e) To effect no changes on the stage and on the premises unless prior written authorisation has been obtained from the Ministry.
- (f) To allow invitees/ public to have access to the theatre forty-five minutes before the show starts.
- (g) To arrange for the use of backstage area in advance with the Officer – in – Charge of the Serge Constantin Theatre.
- (Access to backstage area will be restricted to artists and those directly concerned with the ongoing show only. Arrangements for special laissez-passer cards will have to be made by the organisers, and prior approval to use same obtained from the Officer-in-Charge).***
- (h) I understand that no unauthorised person will have access to the control room and to the equipment therein.
- (i) To take any insurance cover for artists, damage, etc, the terms of the insurance policy should be to the satisfaction of the Ministry.

- (j) **No naked flame will be allowed on stage and within the building.**
- (k) **Cooking on site is not allowed.**
- (l) **Sale/Consumption of alcoholic drinks is not allowed.**

13 NOTES TO ORGANISERS

I / We further agree that:-

- (i) Tickets may be sold at the Serge Constantin Theatre from 09 30 hrs to 12 00 hrs and 13 00 to 15 00 hrs during working hours as well as one hour prior to the shows whenever applicable.
 - (ii) The Ministry reserves the right to postpone or cancel any event by giving notice within four days to the organisers in case the Theatre is urgently needed.
 - (iii) I / We shall inform the Ministry, in writing, immediately in case the booking has been cancelled.
 - (iv) Notwithstanding paragraph 11.1, the Ministry reserves the right not to refund payment already effected (for cancellation by applicant without good justification).
 - (v) The Ministry shall not be held responsible for any inconvenience caused which is beyond its control.
- Initials:
- (vi) The printing, stamping by authorities concerned and the sale of tickets shall be the responsibility of the Organiser.
 - (vii) All props/unused materials shall be removed immediately after the function or early on the following working day at latest.

I/We understand that failure to comply with the above conditions may lead to action(s) as deemed appropriate by the Ministry.

.....
Name/Status of Applicant/Organiser

.....
Signature of Applicant/Organiser

.....
Date

.....
Name/Seal of Organisation