



Ministry of Arts and Culture
Serge Constantin Theatre
APPLICATION FOR HIRE OF THEATRE

Serial No:

1. Name of Organisation/ Applicant:
2. Address:
3. Contact Person:
4. Tel. No. Residence: Office: Fax: Cellular:

5. **Nature of Activity**

(a) Specify: By sale of tickets By invitation

(b) Cost of Ticket

(c) No. of Guests expected (not to exceed 292)

6. Booking required for: Drama Activities Seminar
 Cultural Programme Lecture
 Film Projection

	DAYS	DATES	TIME		A/C Facilities		Other	For Office use only	
			From	To	From	To		Without A/C	With A/C
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
					Total				
					Other Costs				
					Entertainment Tax				
					Total Cost				

NOTE:

- (a) Air Condition facilities will be provided strictly on demand and against payment.
- (b) The amount should be paid on confirmation to the Finance Section, Ministry of Arts and Culture, Finance Section, 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.

7. Other facilities required:
Please Specify:

8. **RULES AND REGULATIONS FOR USE**

I/We undertake to observe the following conditions attached to the hire of Serge Constantin Theatre.

(a) To produce, where required, the following **at least** three days prior to the show:

- (i) Clearance Certificates (where applicable) from the Police Department, Mauritius Society of Authors and the Board of Film and Stage Play Censors; and
- (ii) Evidence of insurance covers taken.

(b) To restrict the number of invitees/tickets on sale to a maximum of 292.

(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. No alcoholic drinks are allowed on premises. Smoking is also prohibited inside the Hall and on the premises.

(d) To meet cost of damage, if any, to the Ministry's property 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) Tickets may be sold at the Serge Constantin Theatre from 09 00 to 12 00 hours and 13 00 to 15 00 hours as well as one hour prior to the shows whenever applicable.

(g) Invitees/ Public may have access to the Theatre forty-five minutes before the show starts.

- (h) Back stage areas are under control of the Officer-in-Charge of the Serge Constantin Theatre. Arrangements in advance for the use of backstage areas will have to be made with the Officer-in-Charge.

(Access to back stage areas will be restricted to Artists and those directly concerned with the on-going show only. Arrangements for special Laissez- Passer Cards will have to be issued by the organisers, and prior approval to use same obtained from the Officer-in-Charge)

- (i) No unauthorised person will have access to the light & sound control cabin and to the equipment therein.
- (j) To take any insurance cover for artists, damage etc, the terms of the insurance policy to the satisfaction of the Ministry.

9. **NOTES TO ORGANISERS**

- (i) The Ministry reserves the right to postpone or cancel any show by giving notice within four days to the organisers in case the Theatre is urgently needed.
- (ii) The organiser to inform the Ministry immediately in case the booking has been cancelled.
- (iii) The Ministry reserves the right not to refund payment already effected (without good justification).
- (iv) The Ministry shall not be held responsible for any (such) inconvenience caused which is beyond its control.
- (v) The printing, stamping by authorities concerned and the sale of tickets will be the responsibility of the Organiser.
- (vi) All props/unused materials shall be removed after the function or early on the following working day at latest.

10. RATES

	<u>Normal Days</u> <u>(Per Hour)</u> <u>Rs.</u>	<u>Sundays/Public Holidays</u> <u>Per Hour</u> <u>Rs</u>
Non Commercial	1,000	1,500
Commercial	2,000	3,000
Overtime Costs	<i>Overtime costs will be charged as per the number of overtime hours put in by staff required</i>	

The above rates exclude the charges for **air-conditioning** which are:

- Rs1,500 for half-day (1-4 hours), and
- Rs3,000 for a full day (0900 hours to 1800 hours),

beyond which any excess use will be calculated on a pro-rata basis.

I/We understand that failure to comply with the above conditions may lead to appropriate actions by the Ministry.

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Name/Status of Applicant/Organiser

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Signature of Applicant/Organiser

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Date

.....
Name/Seal of Organisation