

SHIPLAKE MEMORIAL HALL - HIRE OF ANCILLARY LIGHTING FACILITIES

The Shiplake Memorial Hall is equipped with theatrical lighting and sound facilities maintained and operated by SHADDO (Shiplake & Dunsden Dramatic Organisation). Hirers of the Shiplake Memorial Hall may use certain of these facilities by separate arrangement with SHADDO.

Facilities

The available facilities consist primarily of:

- a lighting grid consisting of wired bars above the stage and in the hall together with 12 channel dimming and control
- a range of lanterns (spotlights) which can be used to illuminate the stage and/or the main hall.

The lanterns are normally set up to provide general lighting on the front/mid stage area and pools of light in the hall. The number and range of lanterns are adequate to support a theatrical production. If needed, facilities can be tailored to meet a Hirer's specific requirements.

Use of Hirer's own equipment

Hirers of the Shiplake Memorial Hall who are competent in the use of theatrical or equivalent sound and lighting facilities may use their own equipment in conjunction with the available facilities provided that such use is agreed in advance. (See also Special Booking Conditions below.)

Booking procedure

Hirers of the Shiplake Memorial Hall wishing to make use of ancillary lighting facilities should in the first instance contact the authorised representative of SHADDO, Gareth Jones (tel: 0118 940 4272, mob: 07711 898081, e-mail: gareth@shaddo.org.uk) to advise the potential requirement and if necessary to arrange a meeting to agree detailed requirements and charges.

Basis of charges

Specific charges will be agreed in advance of each booking and will depend on a number of factors including how much SHADDO time is needed and how intense the usage will be. The following table indicates the basis of charge.

Basic charge for use of any facilities.

This charge includes limited set-up before the event, including instructing the Hirer in the use of any facilities e.g. control panel, use of the facilities to supplement normal hall lighting, and shut down checks after the hire. **£10**

Supplementary Set-up Charge

If the Hirer requires a set-up other than the normal set-up, involving significant focussing of lanterns, gel changes etc then a supplementary charge will be made, based on the time needed to set up and restore. ~ £10 (By agreement)

Supplementary Usage Charge

If the facilities are used for primary lighting (eg for a stage production or if the Hirer uses his own equipment in conjunction with the facilities) such that facility and electricity usage may be higher than normal then a supplementary charge will apply.. ~ £5 (By agreement)

Supplementary Operator Charge

If the Hirer requires the services of a SHADDO Lighting operator (and subject to an operator being available) then a supplementary charge will be made for the Operator's time. ~ £10 /hour (By agreement)

Special Booking Conditions

1. The Standard Conditions of Hire for the hire of the Shiplake Memorial Hall apply to any hire of ancillary lighting facilities within the Hall. In particular Hirers wishing to use their own equipment should note the requirements of paragraphs 4 18 and 22.
2. SHADDO will use its reasonable endeavours to fulfil the agreed requirements but can give no assurance that requested facilities will be available when required. In the event that SHADDO does not fulfil the agreed requirements for whatever reason its liability to the Hirer shall not exceed the amount of any payments made in advance.
3. The hiring of ancillary lighting facilities is conditional on the Hirer having an agreement for the hire of the Shiplake Memorial Hall but is otherwise a separate agreement. In the event that SHADDO does not fulfil the agreed requirements for whatever reason this shall not affect the Hirer's liabilities in respect of the hire of the Shiplake Memorial Hall.

Hirer's Details

Organisation

Contact Person

e-mail address

Tel no

Event Details

Date

Time (from/to)

Type of Event

Facilities
required

Charges

Basic charge

£10

Supplementary charges

£

TOTAL

£

Paid in advance

£

Due at event

£

Signatures

For the Hirer:

For SHADDO:

Name

Date

Name

Date