



**T H E A T R E**

Deadline: 6pm, 10<sup>th</sup> May 2010

**APPLICATION TO HIRE THE ADC THEATRE  
Michaelmas Term 2010**

**Applicant's Details**

Hirer's Name .....	Occupation .....
Term Time .....	Holiday .....
Address .....	Address .....
.....	.....
Postcode .....	Postcode .....
Mobile Tel. ....	Telephone .....
e-mail address .....	

**Production Details**

Proposed Production .....	
Author .....	
Producing Company / Society .....	
Director .....	
	Telephone ..... E-mail .....
Producer .....	
	Telephone ..... E-mail .....
Technical Director .....	
Set Designer .....	
Lighting Designer .....	
Sound Designer .....	
Stage Manager .....	
Publicity Manager .....	
Choreographer (if applicable) .....	
Musical Director (if applicable) .....	



Experience (especially Director & Producer)

Name	Show	Type of Experience
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Finance** (An average one-week mainshow budget total is in the range £800 to £1400.)

Realistic Production Budget	Rights	£.....	Publicity	£.....	Set	£.....
	Props	£.....	Costumes	£.....	Admin	£.....
	Other	£.....			<b>Total</b>	£.....

Do you have funding for the production? YES / NO

Does this cover *all* of your production budget? YES / NO

If yes, from where? .....

If no, what are your plans for securing funding?

.....

.....

.....

Does the producing company hold Public Liability Insurance? YES / NO

*Insurance can be arranged at cost through the Theatre's insurers if necessary.*

Does the production involve performances by children under 16? YES / NO

*Children and Young Persons Acts 1933 and 1963 Children (Performance) Regulations 1968 (as amended) may require the performance to be licensed. This is the responsibility of the producing company.*

**Support Fund** (NB These questions do not influence the selection of productions – they are for information only. See Application Guidance Notes for additional details of the scheme.)

Do you intend to apply for support from the ADC fund? .....

If so, what level of guarantee are you likely to apply for? (max. £500) .....

What aspect(s) of the production will you be requesting support for? .....

*In order to give us a full view of your production you need to provide the theatre with as much information as possible. Please answer the following questions fully. Feel free to attach extra sheets; sketches and diagrams may help.*

## **Artistic and Technical Presentation**

*Why have you chosen this show? What particular elements interest you? What effect are you trying to achieve and how? Why do you feel that the ADC Theatre is a suitable venue for your production (e.g. artistic & technical requirements, audience type, stage size etc.), and what does it have to offer the Theatre's programme?*

## **Synopsis**

*Applications without a short (150 words) synopsis can not be considered.*

*Please could you also tell us on the application if any part of the performance may be considered controversial, and if so how you intend to deal with this in your production.*

## **Publicity Strategy**

*Please provide us with approximately 150 words which could be used to promote your show in our season brochure. You should consider the audience you wish to attract; it should be brief, to-the-point and enticing. For examples look in our current brochure or visit [www.adctheatre.com](http://www.adctheatre.com). Please also outline your ideas of how you will market the production. In addition we will require a 'graphic' (i.e. a drawing or photo) to use in the brochure but this does not necessarily have to be provided at the application stage.*

**Signature** ..... **Date** .....

*Please attach any further information that you think is relevant to your application, making sure you have included the following:*

- *Show Synopsis*
- *Artistic and Technical Presentation*
- *Publicity Strategy*
- *150 word blurb*
- *A copy of the script*