

THE HIRE PROCESS

ENQUIRY

To make an enquiry please email [hires@tobaccofactorytheatres.com](mailto: hires@tobaccofactorytheatres.com) with the space you are interested in, the dates and times you are interested in and what configurations you would want in the space in.

DEAL MEMO MADE

Once a date & time is agreed you will be sent a deal memo and a technical requirements form to complete.

INTERNAL SIGN OFF

Once these forms are returned the event will go through an internal sign off process. This ensures all departments can confirm we are able to carry out your event requirements. During busy seasons this process can take several weeks.

CONTRACT GENERATED

Once the show has been signed off a contract will be generated from the deal memo. Once this is signed and returned you will be invoiced for the hire fee.

SHOW ON SALE

Tickets will then go on sale. Due to the high volumes of shows we program tickets sales go live on set 'on sale' days. If you require tickets to go on sale sooner we may be able to accommodate this but it will be decided on a case by case basis.

SHOW OPEN

After the show opening, you will get a financial statement within 4 weeks of your final performance. We will then pay the visiting company any revenue generated within 4 weeks of this statement being agreed.

Please keep this process and the time it takes in mind when making an enquiry. This process relates to predominantly to events. Rehearsal hires, meeting room hires and workshop hires do not need to need an internal sign off.