

# TOBACCO FACTORY THEATRES

## TERMS AND CONDITIONS

AND ADDITIONAL INFORMATION

# TERMS AND CONDITIONS OF HIRE

## Box office

For ticketed events, Tobacco Factory Theatres (TFT) will manage box office and ticket sales. Tickets will be sold through our website and TFT's box office team will assist customers with any enquiries. Visiting Company to receive 100% of net box office revenue (NBOR). NBOR is total ticket sales minus a 12% booking fee.

If you require a ticket price guide please request this from [theatre@tobaccofactorytheatres.com](mailto:theatre@tobaccofactorytheatres.com)

You will also be able to get sales reports sent to you upon request or at automated intervals. Please request this from [boxofficesupervisor@tobaccofactorytheatres.com](mailto:boxofficesupervisor@tobaccofactorytheatres.com)

## Confirmation and Payment

Events need to be confirmed 6 weeks before they are due to happen. Payment is also due 6 weeks before the event. In special circumstances you may be able to confirm sooner. This will be decided on a case by case basis.

For meeting room or rehearsal hire payment is due before the date of your hire.

## Additional Fees

If you require one of our technicians to operate your show this will be an additional fee of £30 +VAT per hour. Please note they have a minimum call time of 4hrs.

Technical equipment is also available to hire for an additional fee:

Smoke Machine and 1L of Haze Fluid - £20 +VAT

Screen and Projector - £75 +VAT

# TERMS AND CONDITIONS OF HIRE

## Comps

As a hirer you will be able to request unlimited comps. At the deal memo stage you can offer TFT comps. These tickets could be used by any member of staff in our team as a perk and so all our staff can see what is on at TFT. Please note if a comp is used by a member of staff they are not attending in a programming capacity. You are also under no obligation to offer comps.

## Marketing

Hirers are expected to market their own events. You will only be listed on our website however, additional marketing support can be provided for a fee. For more info on this please email our marketing team:  
[dimple@tobaccofactorytheatres.com](mailto:dimple@tobaccofactorytheatres.com)

# ADDITIONAL INFORMATION

## Accessibility.

Tobacco Factory Theatres is fully wheelchair accessible with step free street access and a lift. Our stages are not raised. Please note our internal doors are not automatic and can be quite heavy but can be propped open. We welcome guide dogs. Also there is an accessible toilet on the same floor as both theatres.

Currently our technician booths are not wheelchair accessible.

If you have any accessibility concerns around your hire please include this in your enquiry.

## Parking

We do not have any onsite parking however we do have a loading bay. There is lots of local street parking and can be free.