

**TOBACCO
FACTORY
THEATRES**

TERMS AND CONDITIONS

AND ADDITIONAL INFORMATION

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.

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 do not provide marketing materials when contracted you will need to provide them 3 weeks before you want to go on sale. In special circumstances you may be able to be on sale sooner after providing marketing materials.

If you require a ticket price guide please request this from 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

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

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.