

## Frazer Theatre Hire Information Pack



Thank you for showing an interest in hiring the Frazer Theatre.

The Frazer Theatre is a theatre based in Knaresborough which is owned and run by The Knaresborough Players Ltd, which is a registered charity. The Frazer Theatre is a not-for-profit community enterprise and is operated entirely by volunteers.

The Frazer Theatre Auditorium has a stage and fixed seating (127 seats + space for 3 wheelchairs) and is available for hire to both professional and amateur organisations, as well as for private functions, at very competitive rates.

A Licensed Bar will normally be run by The Knaresborough Players to support all events in the theatre auditorium with proceeds going towards the upkeep of the theatre.

Kitchen facilities are available for use with your hire, if required. The kitchen includes a cooker and hob, hot water boiler, kettle, sink and dishwasher. Hirers should provide their own consumables and, as per the hire agreement, leave the kitchen in a clean and tidy state.

Hiring the Theatre costs £50 (£40 for registered charities) per hour or part thereof. A £50 non-refundable deposit is required with booking.

In addition where your performance includes playing music (live or recorded) then you will be required to pay the relevant PRS charge which we will then pay on your behalf. Unless evidence of any discount is provided, you will be charged the current applicable rate based on your ticket sales.

Enclosed in the pack are:

- [Frazer Theatre Auditorium Hire Form](#)
- [Publicity and Tickets Details Form](#)
- [Health and Safety Requirements](#)
- If you would like to hire the theatre please read the [Terms and Conditions of Hire](#) and [Health and Safety Requirements](#) then complete the [Frazer Theatre Auditorium Hire Form](#) and [Publicity and Tickets Information Form](#) (if applicable) and send these along with a cheque for your deposit to:

Theatre Hire Manager  
The Frazer Theatre  
High Street (behind Tesco)  
Knaresborough  
HG5 0EQ

You can also complete this form electronically and e-mail to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk). If you would like to pay by bank transfer please contact us and we will provide our bank details.

Bookings are not confirmed until we receive the completed forms and your deposit.

If you have any questions please e-mail [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk).



## Frazer Theatre Hire Form

### 1. Hirer Details

Name of Hirer (Group or Individual) \_\_\_\_\_

Address (Street and Town) \_\_\_\_\_

Postcode \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Charity Number (If claiming charity rates) \_\_\_\_\_

### 2. Details of Hire

Please provide details of the dates and times you would like to hire the theatre including time for set up and clearing away.

Date	Performance, Set up or Rehearsal?	Building Access Time	Building Exit Time	Show Start Time (If performance)	Show Finish Time (If performance)

Please continue on separate sheet if required.

### 3. Technical Requirements and Staff

We understand that each show is unique and the technical needs will vary. **If you require use of any of our technical equipment for your hire please contact our Tech Manager to discuss your technical needs by e-mailing [enquiries@fraziertheatre.co.uk](mailto:enquiries@fraziertheatre.co.uk) before returning this form and they will then be able to advise you what we are able to assist with and provide you with a quotation for your technical needs.**

Please include details of:

- Date(s) of Hire
- Time of Hire
- Overview of type of show (ie. music, dance, spoken word, drama etc)
- Overview of tech requirements

Once you have agreed a price with our Tech Manager please insert the price below. We will review this price if your requirements change.

Agreed price for tech services and staff £ \_\_\_\_\_

### 4. Bar

The Knaresborough Players will provide a licenced bar for all public events with all proceeds going towards the upkeep of the theatre. Hirers are not permitted run a bar themselves.

If you do not require a bar to be run, please let us know at least 7 days before your event is scheduled to take place.

### 5. Publicity and Tickets

Would you like your event to appear on the Frazer Theatre website and in any other “What’s On” publicity we produce? Yes / No

Would you like the Frazer Theatre to sell tickets for your event through our Online Box Office? (See the [Terms and Conditions of Hire](#) for further details) Yes / No

If you answered Yes to either of these questions, please complete the separate Publicity & Tickets Details Form and return it with your completed hire form or email the information to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk).

## 6. Health and Safety

Before signing this form you must read the [Health & Safety Requirements For Hirers](#) included in this pack.

You must also read the outline risk assessment we have provided and add any additional information in space provided. If you have additional risks that you need to make us aware of please use the blank lines to add these in to the best of your ability at the time of your application. Please sign and send this back as part of your application.

We will ask you to review this risk assessment prior to the hire to allow you to make amendments or add any additional information.

At all times when you are in the theatre, you should identify a designated person to liaise with the theatre management about health and safety or any other issues.

If you have any questions or concerns then please e-mail [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk).

## 7. The Hire Agreement

- A *non-refundable* deposit of £50 is payable with return of this form to confirm your hire. **NB.** Your hire is not considered 'Confirmed' until both the non-refundable deposit and this form have been returned.
- Once your deposit and completed form have been received, you will be sent Confirmation by email to the email address you provide above. If you have no email address, the Confirmation will be posted to the address you supplied.
- If you wish to cancel your hire, you must do so *in writing* at least 7 days prior to the start of your hire.
- If you cancel your hire within seven days prior to the commencement of your hire, you may be liable for the full hire amount.
- Should The Frazer Theatre cancel at any time prior to the commencement of hire you *will* be refunded your deposit.
- Cheques should be made payable to 'The Knaresborough Players Ltd'. Please contact us if you wish to pay by bank transfer.

## 8. Declaration of Hirer

i) I declare that the details given are correct.

ii) I declare that I have read and agree to be fully compliant with all aspects of the [Terms & Conditions for Hire](#)

iii) I declare that I have read and agree to abide by the [Health & Safety Requirements For Hirers](#) and enclose a completed risk assessment form

v) I enclose a copy of the licence for the show I am performing or evidence that no licence is required (theatrical performances only)

vi) I agree that where a PRS charge is applicable I will supply the Frazer Theatre with all necessary information to calculate this charge and that this will be added to the hire charge.

Authorised Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Organisation \_\_\_\_\_

Date \_\_\_\_\_

## Health & Safety Risk Assessment

Please complete the risk assessment below and sign and return this with your completed hire form. We will then ask you to review and update this at the time of your hire.

We have provided some hazards which must be considered by all hirers – if any of these are not applicable to your hire or there are specific additional measures required – please note this in the Additional Measures/ Details column.

Please add any additional hazards specific to your hire in the additional rows provided. See section 12 of the Health and Safety Requirements document for further guidance of how to carry out a risk assessment.

### 1. Event Details

Name of Hirer \_\_\_\_\_ Responsible Person on Site \_\_\_\_\_

Date(s) of Hire \_\_\_\_\_

### 2. Identified Risks

Hazard Type	Hazard Description	People at risk	Initial Assessment			Control Measures	Residual Risk			Please outline any additional details we should be aware of
			S	L	R (SxL)		S	L	R (SxL)	
Children	Strangers collecting children, indecent exposure, unsupervised children	<ul style="list-style-type: none"> <li>• Audience</li> <li>• Hirers</li> <li>• Knaresborough Players Members</li> </ul>	3	2	6	All external hirers are responsible for any children within their group and appropriate safeguarding procedures should be followed. Registers should be kept by the hire lead, and children’s names should not be put on the sign-in sheet. Children should be supervised at all times by appropriate adults (licensed chaperones, teachers, parents).	2	1	2	
Electrical faults	Electrical shock Damaged electrical equipment (sockets and switches) Electrical fires	<ul style="list-style-type: none"> <li>• Knaresborough Players Members</li> <li>• Hirers</li> <li>• General public</li> <li>• Contractors</li> </ul>	4	2	8	Any appliances brought into the theatre should be PAT tested	4	1	3	

Frazer Theatre Health & Safety Risk Assessment Form – March 2023

Fire	Risk of kitchen fire, pyrotechnics, hair appliances	<ul style="list-style-type: none"> <li>• Knaresborough Players Members</li> <li>• Hirers</li> <li>• General public</li> </ul>	4	2	8	<p>Appliances to be switched off when not in use</p> <p>No pyrotechnics or naked flame to be used at any time.</p> <p>Hirers to familiarise themselves with location of fire extinguishers and fire alarm touch points.</p> <p>Fire doors to be kept closed and not blocked</p> <p>Fire exits signage to be illuminated when public in building</p> <p>Sign in sheets to be used at all times for all visitors (except audience)</p> <p>Hirers to agree individual evacuation plans</p> <p>2 Fire Marshalls to be on site for events with audience</p>	3	1	3	
Heavy items	Lights falling, scenery falling, injury from lifting heavy items	<ul style="list-style-type: none"> <li>• Knaresborough Players Members</li> <li>• Hirers</li> <li>• General public</li> <li>• Contractors</li> </ul>	3	2	6	<p>All scenery to be individually risk assessed and secured appropriately</p> <p>Stage manager to brief cast and crew on set safety</p> <p>No additional items to be added to theatre lighting bars</p>	3	1	3	
Kitchen Injury	Risk of cuts (knives, scissors) Risk of burns (hob/oven)	<ul style="list-style-type: none"> <li>• Knaresborough Players Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul>	2	2	4	<p>Ensure all kitchen equipment is put away</p> <p>No children in the kitchen at any time</p> <p>First aid kit available (antiseptic, burn dressing, plasters)</p> <p>Never leave hob unattended. Switch oven/hob off when not in use.</p>	1	1	1	
Strobe lighting	Epileptic seizure	<ul style="list-style-type: none"> <li>• Audience</li> <li>• Hirers</li> <li>• Knaresborough Players Members</li> <li>• General public</li> </ul>	4	2	8	Warnings for all shows that use strobe lighting	3	2	6	
Pyrotechnics	Fire, personal injury,	<ul style="list-style-type: none"> <li>• Knaresborough Players Members</li> <li>• Hirers</li> <li>• General public</li> </ul>	4	3	12	Pyrotechnics are not to be used at any time in the Frazer Theatre.	4	0	0	



### 3. Declaration of Hirer

I confirm that a full risk assessment has been completed at the time of making an application to hire the Frazer Theatre

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date of Initial Assessment** \_\_\_\_\_

I confirm that the risk assessment has been reviewed and updated immediately prior to the start of the hire

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date of Review** \_\_\_\_\_



## Publicity and Tickets Details Form

Please return this with your completed hire form if you answered yes to any questions in section 5 of the Hire Form

### 1. Publicity Information

Please provide a description of your event to be included on our website. This should include details about where tickets are available. Continue on a separate page if necessary. Alternatively this information can be e-mailed to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk)

Please provide an electronic image that can be used as the main image for the event. This should be sent to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk). This image should be large enough to fill the width of a website without distortion.

Please e-mail any links or other images you would like including on the event page to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk). This includes links to Youtube videos which we will be happy to embed into the page.

Is there any date before which publicity should not take place? \_\_\_\_\_

### 2. Ticket Information

Number of tickets to be put on sale \_\_\_\_\_

How would you like to pay the 10% administration fee?

- Deduct from ticket face value (Customer pays face value, you receive 90% of face value)
- Pass on to customer as booking fee (Customer pays 110% of face value, you receive face value)

Please list the ticket types and their prices below:

Ticket Type	Price
<i>Eg. Concession</i>	<i>£8</i>





## Frazer Theatre Terms and Conditions of Hire

### A) The Frazer Theatre and The Knaresborough Players

The Frazer Theatre is owned and operated by the Knaresborough Players Ltd. This agreement is made by and with the Knaresborough Players Ltd.

### B) General Conditions of Hire

You will be assigned a named person who will act as your Event Co-ordinator for all queries in relation to your hire.

There will be a representative of the theatre present at all times throughout the hire period.

The hirer will be liable for the cost of rectifying any damage to the building or fixtures/fittings caused by The Hirer or any of their representatives.

### C) Theatre Hire Charges

#### Basic Theatre Hire

The auditorium is hired out at £50 per hour or part thereof (£40 per hour or part thereof if a Registered Charity - Charity Number will be required for confirmation).

This covers the period from 10.00am to 11.00pm (the latest time allowed for the completion of the 'get out'). We are situated in a residential area and always endeavour to keep disruption to a minimum. Access will be available 15 minutes before start time unless a longer period is booked.

Full payment for hire of the theatre should be made within a timescale agreed with your assigned Event Co-ordinator.

#### Excess 'Get Out' Time

Any time taken beyond 11.00pm will be charged at £50.00 per hour or part thereof.

#### Staff

No staff are included in the basic Theatre Hire charge. Operation of Technical Equipment (light and sound) by our staff incurs additional fees as agreed with our Tech Manager.

#### Music Performance & PRS

PRS is likely to be due for any performance where copyrighted music is used. This could be recorded or played live. It includes entrance and exit music but does not include house music played before or after the show or during intervals.

Where PRS is applicable, this charge will be passed onto the hirer at the relevant rate on the date of performance. We will not make any profit from administering PRS charges. We will require a 'set list' of any musical numbers performed to submit to PRS with our payment to them. The hirer agrees to give an accurate account of all ticket sales to the Knaresborough Players and the Frazer Theatre.

If you are entitled to a discounted rate of PRS then evidence of this entitlement must be provided.

As a charity, any tickets sold by The Knaresborough Players Ltd are VAT exempt and PRS will therefore be calculated on the full ticket price excluding any booking fee.

#### Rates

All advertised Hire Rates are subject to confirmation at the time of booking.

## D) The Theatre Bar

The Frazer Theatre has a fully licensed bar which will be open during your performance unless you specifically ask us not to provide a bar. This is not applicable to non-performance bookings.

The Frazer Theatre is a community theatre run by volunteers. Running bars at events is one of the ways that the theatre is able to source revenue to support running costs. For this reason, the Frazer Theatre will not grant permission to hirers to sell their own drinks.

Alcohol will not be sold or consumed anywhere in the building except in the areas designated by the liquor licenses. These areas are the Foyer Bar and the Main Auditorium.

## E) Kitchen and Back Stage Facilities

All areas must be left clean and tidy after use. If, in the opinion of the Frazer Theatre House Manager, the areas are not left in a clean & tidy condition, then a £50 cleaning fee will be charged to the hirer.

## F) Publicity and Tickets

### Publicity

The Frazer Theatre will add a listing of your event on their website free of charge if requested. If you request this, you will be responsible for providing event details and a suitable picture as described on the [Publicity and Tickets information Form](#).

If requested, the Frazer Theatre will include your event in any Future Events publicity free of charge if there is available space. There is no guarantee that your event will be included.

### Tickets

Tickets can be sold online via our online box office, [www.thelittleboxoffice.com/frazertheatre](http://www.thelittleboxoffice.com/frazertheatre) which is accessible directly from our website and a link to your specific event's tickets would be included in the website event listing.

You will need to provide us with an allocation of tickets to sell. This number can be amended by e-mailing [boxoffice@frazertheatre.co.uk](mailto:boxoffice@frazertheatre.co.uk). This can usually be done pretty quickly but you should allow up to 72 hours for this change. You will be notified by reply to your e-mail when the ticket number has been changed.

We will charge a 10% administration fee to cover our costs (we pay a fee to Little Box Office and to our payments processing company). You can decide whether to have this deducted from the ticket price or added on as a booking fee. Other than any booking fee specified by you, there are no additional costs to the customers. For example a ticket with a face value of £10 can be sold for £10 or £10 + £1 booking fee. The customer will either pay £10 or £11 respectively. You will receive £9 or £10 respectively.

You will be reimbursed for the ticket revenue within 14 days of the last day of your event.



# Health and Safety Requirements for Private Hires of The Frazer Theatre

## 1. Introduction

The purpose of this document is to familiarise incoming companies with the Safe Working Practices that are required by all organisations hiring the Frazer Theatre. These requirements will safeguard against predictable accidents and hazards.

You are asked to confirm on your hire application that you have read and understood the contents of this document and agree to follow the principles herein. You will also be asked to complete a risk assessment form at the time of the hire application and then to review and confirm that this is still accurate at the time of hire. Guidance on completing the risk assessment can be found at the end of this document.

If you are unhappy with any aspect, you must let us know immediately. Please also ensure you pass on all relevant information to personnel working on your production.

If you have any queries or questions – please e-mail [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk) or call 01423 866658

## 1. First Aid, Accidents & Illness

All hirers of the theatre should provide adequate and appropriate First Aid arrangements to cover their co-workers.

A minimum requirement would be:

- A fully stocked First Aid Kit
- A first aider

Accidents, however minor or trivial, need to be reported to the Knaresborough Players representative present on site and recorded in the Theatre's Accident Book.

First Aid Kits are located at the following points:

- Backstage changing area
- Theatre foyer

## 2. Fire Safety

**Smoking is not permitted in the Theatre.**

The Theatre management will facilitate the presence of fire wardens at all public performances. These persons are responsible for:

- Exercising control of procedures for evacuating the building in the event of a fire alarm.
- Liaising with the fire brigade.
- Knowing where fire extinguishers are located and how to use them.
- Appointing persons to conduct a head count at the evacuation locations.

Specific procedures for an emergency backstage evacuation will be explained on arrival.

Everybody entering the theatre (other than audience members) must sign-in using one of the sign-in books provided in the bar area and back stage area. If they leave the theatre, even for a short period, they must sign-out. It is acceptable that the names of under 18s are captured on a separate sign in sheet by a designated adult.

Under no circumstances should fire doors be used as access/exit points from the theatre, except in the case of an evacuation.

Internal and external fire doors should not be propped open and emergency exit routes should not be blocked in any way.

### 3. Use of naked flame, flame and smoke effects on stage

The use of naked flame, flame and pyrotechnics is prohibited. Smoke effects are not allowed as they constitute a danger of activating the theatre's fire alarms.

### 4. Manual Handling

When involved in the lifting or moving of any heavy or awkward object, it is the responsibility of the hirer to ensure that correct procedures are followed to avoid personal damage or injury.

While the Theatre will provide a specific access route into the building, it is the responsibility of the hirer to ensure that a prior assessment of the safest movement of their set, equipment etc. is completed, and any identifiable hazards or difficulties are addressed prior to arrival at the theatre.

### 5. Moving Items Into and Around The Theatre

The Hirer is responsible for:

- The safe movement and parking of vehicles on theatre land.
- The safe unloading and loading of vehicles on theatre land.
- The safe movement of items from vehicles into and within the theatre building.

The Hirer undertakes to accept instructions from theatre staff on the appropriate route for moving items into and around the theatre.

### 6. Use of Ladders

Ladders are available for use, but entirely at The Hirer's own risk. If use of ladders is expected, this should be included within The Hirer's risk assessment.

### 7. Electrical Safety

All items of electrical equipment brought into the theatre (including personal items such as hair straighteners) must have a valid P.A.T. test notice attached to them.

All electrical installations, including production wiring on a set, must be installed by a qualified electrician and confirm to BS767.

Any set with electrical equipment attached/rigged to exposed metal work must be earthed.

### 8. Lighting and Sound Equipment

The Hirer is not allowed to make any adjustments or additions to the location or direction of the theatre lights without the express permission and supervision of the Technical Manager or their representative.

Any cables should be safely positioned and covered by a cable mat or taped down using appropriate tape for the surface. This should be included as a trip hazard in the risk assessment.

The door to the tech box should be latched open whenever anybody is inside.

### 9. Use of the Dressing Rooms

No items, other than toilet paper should be flushed down the toilets within the dressing rooms.

The Hirer is required to leave the changing rooms in a clean and tidy condition.

### 10. Reporting Hazards and Maintenance Problems

Any malfunction or other potential hazard in relation to the facilities or equipment within the theatre should be reported to your Event Co-ordinator or their representative immediately.

Any damage (accidental or otherwise) caused within the theatre should be reported to your Event Co-ordinator or their representative immediately.

## 11. Alcohol and Drug Policy

Alcohol will not be sold or consumed anywhere in the building except in the areas designated by the alcohol licence. These areas are:

- Foyer Bar
- Auditorium

Hirers, visiting performers and their crew may not consume alcohol or take any performance inhibiting drugs prior to the commencement of or during their duties and activities. This includes recognised breaks or performance intervals.

Alcohol may be consumed on the premises (in permitted areas) after the departure of the public and completion of all duties and responsibilities.

## 12. Guidance on Completing the Health & Safety Risk Assessment

For all applications to hire the theatre a risk assessment must be carried out at the time of application to identify any potential risks and hazards that may arise and to identify mitigating controls.

A risk assessment form has been provided as part of the hire form and includes some standard risks that all hirers must consider and, at a minimum, abide by our defined control measures.

Please add to this risk assessment with any additional risks specific to your hire.

### Responsible Person

Whilst the hire of the theatre may be in the name of a group or company, there must be a Responsible Person identified within the Health and Safety Risk Assessment who will take responsibility for ensuring Health and Safety requirements are adhered to on behalf of the Hirer.

### Initial Assessment/ Residual Risk

Initial Assessment is an assessment of the risk without any mitigating controls in place

Residual Risk is an assessment of the risk remaining following the implementation of mitigating controls

Both risk assessments should consider the Severity of any potential Injury, Likelihood of an incident and then these two scores are multiplied to provide the Risk Factor :

Severity (S)	Likelihood (L)	Risk Factor (R)
1 Negligible	1 Improbable	<4 LOW - Risk may need to be controlled
2 Minor - Minor injury with short term effect	2 Remote - unlikely	4-6 MEDIUM - Risk must be controlled
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 HIGH - Hazard must be controlled
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 VERY HIGH - Hazard must be avoided