



DAYTIME HIRE — BOOKING AGREEMENT

Daytime Hire

Rehearsal · Development · Technical Sessions

This agreement is between the party named below (the Hirer) and Circle & Star Theatre, 28 Heath Street, London NW3 6TE (the Venue).

Circle & Star is available during the day for rehearsals, development sessions, recordings, workshops, and technical preparation. The room is yours — the same standard, the same infrastructure, without the evening audience.

Your work. Our room. Our standard.

Overview

Daytime hire runs from building open to 5:30pm. It is the designated route for all activity outside the standard evening performance window — including rehearsals, in-depth technical sessions, workshops, recordings, and extended get-in time. Daytime availability is subject to the venue schedule and must be confirmed in advance.

SECTION 1

Booking Details

Contract ref: _____

Hirer / Company: _____

Contact name: _____

Contact email: _____

Purpose of hire: _____

Date(s): _____

Session type: Half-day (up to 5 hrs) £150 Full day (6+ hrs) £250 Extended get-in £50/hr

Amplified session: Yes No

Technical operator required: Yes — to be arranged No

SECTION 2

Financial Terms

Three rate options. All payable in full in advance. All include full building access and standard technical infrastructure.

Half-day hire:	£150 — up to 5 consecutive hours, within the daytime window
Full-day hire:	£250 — 6 or more hours, building open to 5:30pm
Extended get-in:	£50 per hour — bolt-on for additional time prior to an evening performance
Payment:	Full fee payable in advance. Booking is not confirmed until payment is received.
Cancellation:	Non-refundable within 14 days of the session date.

The daytime window runs from building open to 5:30pm. The evening performance get-in window (5:30pm onward) is a separate booking and is not included in daytime hire.

SECTION 3

What's Included

- Full building access for the confirmed session duration.
- House sound system, lighting rig, and projection at standard operational level.
- Piano — available on request; must be confirmed at booking.
- Heating, air conditioning, and all five bathrooms.
- A basic technical run-through within any session — checking levels, sightlines, and cue points.

SECTION 4

What's Not Included

- Dedicated technical operator — not standard. Where a sound engineer or technical operator is required, this can be arranged at competitive pass-through cost. Confirm at booking stage.
- Front-of-house / door management — not included. The venue is unstaffed for audience purposes during the day.
- Evening performance access — daytime hire does not include the evening performance window (5:30pm onward). These are separate bookings.
- Catering — not provided. External catering is subject to prior written approval.

SECTION 5

Hirer Obligations

- Arrive at the agreed start time and vacate by the confirmed end time.
- Return the room to the same condition as found — equipment restored, materials removed.
- The Hirer is responsible for all guests, participants, and third parties present during the session.
- All electrical equipment brought in must be PAT tested.
- Music licensing and performing rights for any material rehearsed or recorded are the sole responsibility of the Hirer.
- Any recording — audio or video — made within the venue requires prior written approval from Circle & Star.

SECTION 6

Circle & Star Obligations

- Building access from the agreed session start time.
- Clean, prepared venue maintained to our standard.
- All technical infrastructure provided in fully working order.
- Any pre-agreed technical support arranged and confirmed in writing before the session.

SECTION 7

Licensing, Content & Venue Standards

- All activity must comply with Circle & Star's premises licence.
- No nudity or discriminatory content — the same standards apply during the day as during performances.
- Smoking, vaping, and naked flames are not permitted without prior written approval.
- Fire exits and escape routes must remain unobstructed at all times.

SECTION 8

Insurance & Liability

- Circle & Star accepts no responsibility for loss or damage to equipment brought in by the Hirer.
- The Hirer is recommended to hold adequate public liability insurance — minimum £1m per occurrence.
- Any damage to Circle & Star property caused during the session is the Hirer's financial responsibility.
- C&S's total liability shall not exceed the value of the session fee paid.

SECTION 9

Cancellation & Governing Law

- All bookings require a signed agreement and full payment in advance.
- Cancellation within 14 days of the session date: fee is non-refundable.
- Cancellation outside 14 days: fee may be applied to a rescheduled session at C&S's discretion.
- Cancellation by Circle & Star due to circumstances within our control: fee refunded in full.
- This agreement is governed by the laws of England and Wales.

SIGNATURES

By signing below, both parties confirm they have read, understood, and agreed to the terms set out in this agreement.

The Artist / Hirer

Full name:

Role / Company:

Signature:

Date:

Circle & Star Theatre

**On behalf of Circle & Star Theatre
28 Heath Street, London NW3 6TE**

Signature:

Date:

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