



MODEL 02 — BOOKING AGREEMENT

Dry Hire+ — £400 per performance

Booking Agreement

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

Your show. Our stage. That's the amplification. That's what you're here for.

Overview

Dry Hire+ is for runs of one to three or more nights. The full C&S; operational system — ticketing, live schedule, designed show card, social presence, and monthly mailing list — runs across your entire booking. The more nights you run, the more the campaign earns its keep.

SECTION 1

Booking Details

Contract ref: _____

Artist / Company: _____

Contact name: _____

Contact email: _____

Show title / format: _____

Performance date(s): _____

Number of performances: _____

Ticket price: _____

Capacity:

55 seats (maximum — no exceptions)

Hiring model:

Dry Hire+

Doors open: 7:00pm 7:30pm

Show start: 7:30pm 8:00pm

Get-in time: 5:30pm other (agreed)

Adult themes: Yes No

Amplified performance: Yes No

Under-18s welcome: Yes No

SECTION 2

Financial Terms

£400 per performance, payable in full for all confirmed dates in advance. 100% of box office is yours.

Hire fee: £400 per performance — all dates payable in full in advance

Artist retains: 100% of box office

Transaction fees: Passed through at cost — not marked up by C&S

Extended bookings of 5+ consecutive nights: discounted rate available — contact hello@circleandstar.com.

SECTION 3

Capacity, Entry & Complimentary Tickets

- The venue holds 55 seated people — the absolute maximum under all circumstances.
- Sold-out means sold out. No further access once 55 tickets have been issued.
- Door list confirmed with front-of-house no later than one hour before the performance start time.
- Latecomers arriving 10+ minutes after start time may not be seated.
- Comp decisions at the Artist's / Hirer's discretion. Comps count toward the 55-seat total.

SECTION 4

Artist / Hirer Obligations

Assets are not optional under Dry Hire+. Everything flows from what you supply, and when.

- Promotional assets — biography, high-resolution images (min 1500px), and show description. Due within 48hrs of signing if <1 month to show; otherwise 4–6 weeks in advance.
- Copy approval must be returned within 48 hours of the draft being sent. Non-response within that window is treated as approval.
- Promotion — actively promote through own channels throughout the period leading up to the show.
- Call time — arrive at agreed call time and liaise with front-of-house before doors open.

SECTION 5

Circle & Star Obligations

C&S; delivers the room, the system, and the promotional infrastructure — contingent on receiving your assets in time.

- Building access from the agreed get-in time.
- Professional front-of-house and door management throughout.
- Ticketing via the Circle & Star Ticket Tailor account — a credible, consistent booking URL within the C&S; system.
- Live schedule listing on circleandstar.com — from the moment tickets go on sale.
- Designed show card — produced by C&S; from supplied assets, aligned with C&S; visual identity.
- Social listing on @circleandstartheatre — post, story, and schedule link.
- Monthly house list email inclusion.
- Priority rebooking — first refusal on preferred future dates.
- Under Dry Hire+, Circle & Star is the data controller for all attendee data collected via the C&S; Ticket Tailor account.

SECTION 6

Ticket Sales & Show Viability

- C&S; manages ticketing infrastructure but does not take responsibility for sales performance.
- Where ticket sales are critically low, C&S; may raise this directly with the Artist / Hirer. Both parties are expected to act in good faith.
- C&S; reserves the right to cancel venue access where proceeding would materially damage the venue's reputation or audience relationship.

SECTION 12

Brand Usage & Third-Party Listings

- Approved listing wording: "at Circle & Star Theatre, Hampstead."

- All listing copy within the C&S; system is produced by Circle & Star. The Artist / Hirer will be given the opportunity to approve before publication.
- Tagging @circleandstartheatre on social media is actively encouraged.

SECTION 7

Licensing, Content & Venue Standards

All performances are subject to the venue's operating licence and the following content standards:

- Performance start and end times must be agreed at booking and cannot be extended on the night without prior written approval.
- No nudity — full or partial nudity is not permitted in any performance regardless of artistic context.
- Discriminatory content — racist, sexist, homophobic, or otherwise harmful content will not be accommodated. Non-negotiable.
- Sound levels are managed to comply with licence conditions.
- Age designation — adult themes or strong language must be declared at booking and clearly communicated in all promotional copy.

SECTION 8

Freelancers, Crew & Third-Party Suppliers

Anyone you bring into the building is your responsibility.

- Freelancers or third-party suppliers engaged by the Artist / Hirer are engaged entirely at the Artist's / Hirer's own risk.
- Circle & Star's in-house technical infrastructure remains under C&S; operational control at all times.
- C&S; may on occasion suggest freelancer names — this is not a recommendation of competency.

SECTION 9

Performance Window & Venue Curfew

- Earliest building access (get-in): 5:30pm.
- Standard door configurations: 7:00pm (show 7:30pm) or 7:30pm (show 8:00pm) — agreed at booking.
- Venue curfew: 11:00pm — all performances, get-outs, and activity must conclude by this time, without exception.
- Technical run-through within the get-in window: included at no charge. This is a functional check, not a rehearsal.
- Full rehearsals and in-depth technical sessions are not included — charged at hourly or daytime hire rate. Request at booking stage.

SECTION 10

Fire Safety & Health and Safety

- Fire exits, escape routes, and access spaces must remain unobstructed at all times.
- All electrical equipment brought in must be PAT tested.
- Smoking, vaping, and naked flames are not permitted without prior written approval.
- Backstage areas are strictly off limits to audience members at all times.

SECTION 11

Insurance, Loss, Damage & Theft

- C&S; accepts no responsibility for loss or damage to equipment brought in by the Artist / Hirer.
- Artist / Hirer must hold adequate public liability insurance — minimum £1m per occurrence recommended.
- Any damage to C&S; property caused by the Artist / Hirer, their crew, or guests is their financial responsibility.

SECTION 13

Cancellation, Rescheduling & Force Majeure

- Hire fee / deposit is non-refundable within 28 days of the performance date.
- Cancellation by Artist / Hirer outside 28 days: hire fee may be applied to a rescheduled date at C&S;'s discretion.
- Cancellation by Circle & Star due to circumstances within our control: hire fee refunded in full.
- Force majeure: neither party shall be liable for failure to perform resulting from circumstances beyond their reasonable control.

SECTION 14

Intellectual Property & Music Licensing

- Music licensing and performing rights are the sole responsibility of the Artist / Hirer (PRS, PPL, and any synchronisation licences).
- Artist / Hirer grants C&S; a non-exclusive, royalty-free licence to use supplied promotional materials for the sole purpose of promoting this booking.

SECTION 15

Limitation of Liability

- C&S;'s total liability shall not exceed the value of the hire fee applicable to the relevant performance.
- Neither party shall be liable for any indirect or consequential losses.
- Nothing in this agreement limits liability for death or personal injury caused by negligence.

SECTION 16

Data Protection

- Both parties agree to comply with UK GDPR and the Data Protection Act 2018.
- Personal data is held by Circle & Star solely for the purpose of administering this booking.
- Attendee data may not be added to any mailing list, used for future marketing, or transferred to any third party without explicit consent.

SECTION 17

Entire Agreement & Variation

- This agreement supersedes all prior discussions, representations, and understandings.
- No variation shall be effective unless made in writing and signed by both parties.

SECTION 18

Governing Law

This agreement is governed by the laws of England and Wales. Any dispute shall be subject to the exclusive jurisdiction of the courts 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:

hello@circleandstar.com · www.circleandstar.com · @circleandstartheatre