



MODEL 01 — BOOKING AGREEMENT

Dry Hire — £300 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).

Circle & Star is a destination. A boutique, 55-seat theatre in the heart of Hampstead — built around presence, proximity, and the belief that live performance at close quarters is an experience unlike any other.

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

Overview

This model assumes you are ready. You have a show, an audience, and the promotional infrastructure to fill 55 seats. The commercial outcome belongs to you — Circle & Star provides the room, the operation, and a limited, defined social presence.

SECTION 1

Booking Details

Contract ref:	<hr/>
Artist / Company:	<hr/>
Contact name:	<hr/>
Contact email:	<hr/>
Show title / format:	<hr/>
Performance date(s):	<hr/>
Ticket price:	<hr/>
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

Simple and fixed. £300 secures the date. 100% of box office is yours. C&S takes the hire fee regardless of seats sold.

Hire fee:	£300 per performance — payable in full in advance
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Artist retains:	100% of box office
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Transaction fees:	Non-refundable in all cases
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Extended bookings of 5+ consecutive performances: 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 must be confirmed with front-of-house no later than one hour before the performance start time.
- Latecomers arriving 10+ minutes after performance start may not be seated.
- Comp decisions are entirely at the Artist's / Hirer's discretion. Comps count toward the 55-seat total.

SECTION 4

Artist / Hirer Obligations

- Ticket URL — a live, accurate URL for your ticketing service must be provided no later than two weeks before the performance date.
- Promotion — the Artist / Hirer is responsible for actively promoting the show through their own channels.
- Call time — must arrive at the agreed call time and liaise with front-of-house before doors open.
- Guest list — managed within the 55-seat capacity limit.

SECTION 5

Circle & Star Obligations

C&S; delivers the room, the operation, and a limited, defined marketing presence. Commercial responsibility for filling the room remains entirely with you.

- Building access from the agreed get-in time.
- Professional front-of-house and door management throughout.
- Clean, prepared venue maintained to our standard.
- Marketing (Dry Hire — Lite): "Proud to Host" social post on @circleandstartheatre; listing in C&S; social scheduler; ticket link inclusion. Format, wording, and timing at C&S;'s sole editorial discretion.
- All technical equipment provided in fully working order. No dedicated sound engineer included as standard.

SECTION 6

Ticket Sales & Show Viability

- Under Dry Hire, ticket sales monitoring is the Artist's / Hirer's sole responsibility.
- 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 (Dry Hire): "Produced independently, presented at Circle & Star Theatre, Hampstead."
- Tagging @circleandstartheatre is welcome but does not constitute a C&S; endorsement.
- Do not use abbreviations or informal references in external-facing material without prior approval.

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