

# The Old Electric Booking Request Form

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| Contact Name,<br>Phone Number<br>& Email address<br>Plus job title at organisation (if appropriate)  |  |
| Name and status of Company (if appropriate eg small, charity, CIC, national etc)   |  |
| Short description of event/project i.e. what is the aim of these sessions and how have they come about?  |  |
| Date(s) a space is required  |  |
| Time(s) a space is required<br>(Please give indication of additional time needed for set-up/pack-down)   |  |
| Numbers the space is required for  |  |
| Expected ages of participants  |  |
| If this activity is targeted at or includes children and/or other vulnerable people, do you have your own Vulnerable Persons procedures in place for group leaders? Do you expect any additional provision to be made by the venue? Eg separating out toilets, ensuring disabled participants have personal evacuation escape plans made in case of emergency? |  |
| Type of activity<br>(eg meeting, active workshop, seated workshop)   |  |

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| <p>Is this activity for a pre-existing group or will you need to market the activity to get participants?</p>  |  |
| <p>If you know the spaces inside TheOE, your preference for which one you'd like to use</p>  | <p>Meeting Room<br/>The Mezz<br/>Theatre<br/>Gallery<br/>Other (please specify)<br/>Whole Building</p> |
| <p>Financial info - is this a funded or paid-for-by-participants project and therefore payment is available for space hire or other? Some indication of ££ you have or if you see payment-in-kind as an option, what the offer is? (There is an indication of our charges on the next page, however these are open to discussion)</p>  |  |
| <p>Statement of case for use of the spaces for this purpose (please see our Statement of Purpose at end of this doc for how we will prioritise conflicting space requests)</p>   |  |
| <p>What additional resources do you require including Front of House support? Technical incl lighting/sound/access to projection areas? Marketing/Comms? Additional staffing? Refreshments? Tables/Chairs etc?</p>   |  |
| <p>Please note - we may or may not be able to action this request and all the details within it, the completion of this form does not form any sort of agreement to fulfil. On receipt of this request, we will consider each activity on an individual basis and our programming team will work to ensure this community arts venue is providing the best range of opportunities for local residents.</p> |  |

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|   | For participatory activity  |   |   |   | SPECIFICS  |
|---|---|---|---|---|--|
|   | Organisation - commercial   | Organisation - charity/ subsidised  | Individual - charging   | Individual - free   |  |
|   |   |   |   |   | 0.5day = 8am-1pm or 1pm-6pm. Full day = 8am-6pm  |
| <b>The Mezz</b><br>Cap 35<br>(50 total cap to incl MR/ admin) | £30/hr + VAT<br>or<br>£145 + VAT<br>0.5day or<br>£290 + VAT full day  | £20/hr + VAT<br>or<br>£90 + VAT<br>0.5day or<br>£180 + VAT full day   | £20/hr + VAT<br>or<br>£90 + VAT<br>0.5day or<br>£180 + VAT full day   | £10/hr + VAT<br>or<br>£40 + VAT<br>0.5day or<br>£80 + VAT full day  | Includes staffed & pay-for cafe OR £POR for refreshments<br>Additional access to equipment - price on request<br>MINIMUM NUMBERS APPLY   |
| <b>Meeting Room</b><br>Cap 10                                 | £20/hr + VAT<br>or<br>£75 + VAT<br>0.5day or<br>£150 + VAT full day   | £15/hr + VAT<br>or<br>£50 + VAT<br>0.5day or<br>£100 + VAT full day   | £10/hr + VAT<br>or<br>£40 + VAT<br>0.5day or<br>£80 + VAT full day  | £10 non-refundable deposit at time of booking   | 0.5day = 8am-1pm or 1pm-6pm. Full day = 8am-6pm<br>.....<br>+ £2/head for tea/coffee/ biscuits for ALL   |
| <b>Theatre</b><br>Cap 200                                     | £50/hr + VAT<br>or<br>£225 + VAT<br>0.5day or<br>£450 + VAT full day + for productions = 50% box office split   | £40/hr + VAT<br>or<br>£165 + VAT<br>0.5day or<br>£330 + VAT full day + for productions = 50% box office split | £40/hr + VAT<br>or<br>£165 + VAT<br>0.5day or<br>£330 + VAT full day + for productions = 50% box office split | £20/hr + VAT<br>or<br>£100 + VAT<br>0.5day or<br>£200 + VAT full day + for productions = 50% box office split | Additional tech support & access to equipment/lighting/ FoH staff etc all on request<br>For productions marketing activity to be discussed on case by case basis - in most cases = 50% responsibility to both parties developed on basis of budget/hours/ coverage etc |
| <b>Gallery Cafe</b><br>Cap 35                                 | £30/hr + VAT<br>or<br>£145 + VAT<br>0.5day or<br>£290 + VAT full day  | £20/hr + VAT<br>or<br>£90 + VAT<br>0.5day or<br>£180 + VAT full day   | £20/hr + VAT<br>or<br>£90 + VAT<br>0.5day or<br>£180 + VAT full day   | £10/hr + VAT<br>or<br>£40 + VAT<br>0.5day or<br>£80 + VAT full day  | Includes staffed & pay-for cafe OR £POR for refreshments<br>Additional access to equipment - price on request<br>MINIMUM NUMBERS APPLY   |
| <b>Gallery for non-exclusive event</b>                        | No charge (Includes staffed & pay-for cafe)   |   |   |   |  |
| <b>Desk in admin hub</b>                                      |   | % of turnover in £ or skill-share kind  |   | % towards costs dependent on regularity of usage in £ or skill-share kind                                     | Incl access to wifi, non-deposit use of meeting room, printing, refreshments, desk space, secure postal address (not necessarily exclusive unless there full-time), volunteer plans & access to YP in-training teams   |
| <b>Whole building</b>   | Price on request - total building capacity must not exceed 499 at any time - we work to a total of 300 on a day-to-day operational basis and will staff Front of House areas accordingly. Potential opening hours are 8am-11pm. We cannot operate any activity outside of these hours. We do not have a license to serve alcohol. |   |   |   |  |

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## A Force for Positive Resistance

*These are our house rules; if you're here, your agreement is assumed:*

We believe in love, kindness and generosity.

We choose acceptance and we reject labels.

In this positive resistance movement, we, the people, are the assets and are unapologetically utopian in our vision for a better future society for all.

This space is built on collaboration, community and camaraderie; it is a place for creation, provocation, laughter, sounds, words, movement, colour, light and otherness; everything that happens here may not be to your personal taste, but we expect respect and courtesy.

The Old Electric will be a home for discovery, inspiration and optimism; a place where mistakes are valued as part of growing and learning.

Everyone has the right to feel safe here.

We are dedicated to removing barriers to participation and to developing conditions in which creativity can thrive beyond limits of circumstance, class and context. Access to arts is a right and through creativity we can build, from the bottom upwards, a new society of individuals who are healthier, happier and more closely connected.

Our responsibility is to the people of Blackpool.

We seek to influence people in positions of power, policy and practice in this town and beyond.

We intend to find new ways of understanding impact and value, to inspire agency and change within our communities and to play an essential role in public life.

We believe it is possible to combat bureaucratic cliché & sloganism with fearlessness and fun.

We are opposed to cynicism, short-termism and institutional apathy.

We put our trust in both science and magic!

We object to the shift towards consumerist values, and will never put accrual of money above anything else. Creativity is beyond materialism; it is currency in its own right.

We value art and artists; it is our duty to produce pathways for professional practice here.

We will share our stories of both success and shortfall.

We commit to treading lightly on our beautiful planet and to working towards an environmentally sustainable future.

We celebrate our similarities & our differences; we know that we're always evolving individually and together and that we are greater than the sum of our individual parts.

We promote freedom of opinion and expression and equality of opportunity for all; embracing diverse disciplines and the right for everyone to see themselves reflected in the games we play, the stories we tell and the songs we sing.

We trust the process of play and how it can enable us to break out of oppressive circumstances, heal trauma, build bridges, generate community and reignite imagination and we 'never doubt that a small group of thoughtful, committed citizens can change the world'.

We will prioritise building relationships with those who feel the same.