THEATRE BOOKING FLOW CHART

Initial enquiry from User Group. (Office)

User Group referred to www.hindleystheatre.net to check availability and download booking form

Booking form received (Hema)
With deposit Without deposit
(NOTE: Deposit cheque cashed when booking confirmed)

Availability of theatre and other requested facilities checked with Site and Premises Line Manager (Nitin) & Director of Performing Arts (Linda)

All facilities available?
No Yes

Request for deposit

Discrepancies discussed with User Group & booking amended (Hema)

Receipt of booking form confirmed with User Group (Hema)

Booking form duplicated and distributed :- (Hema)
Senior Management (Pete), Finance (Deborah),
Director of Performing Arts (Linda),
Theatre Technician (Steve),
Site and Premises Line Manager (Nitin)
Coffee Bar (Tracey), Premises Officers (Martin),

6 Months prior to booking:
Booking & quotation confirmed with User Group, and deposit taken. (Hema / Nitin)

2 Weeks prior to booking:
Availability of changing rooms confirmed with Theatre Technician. (Nitin/Hema/Steve)

1 Week prior to booking:
User Group contacted by Theatre Technician to confirm handover/ technical meeting date / time. (Steve)

Official handover from College to User Group

Theatre Occupation

Official hand back from User Group to College
Yes No

Hand back reminder letter sent to User Group (Hema)

Office advised of audio / visual equipment charges (Deborah)

Return of deposit on receipt of hand back form. (Deborah)

Separate invoice raised for audio visual equipment hire. (Proceeds to Theatre Users' account) (Deborah)

Invoice raised for Theatre hire (Deborah)

SD: 1st March 2010