

- Access to theatre staff for advice and guidance.
- Access to marketing advice and guidance.
- Maximum eight consecutive hours including technical breaks.

### **UCL Users of the Theatre do not get the following:**

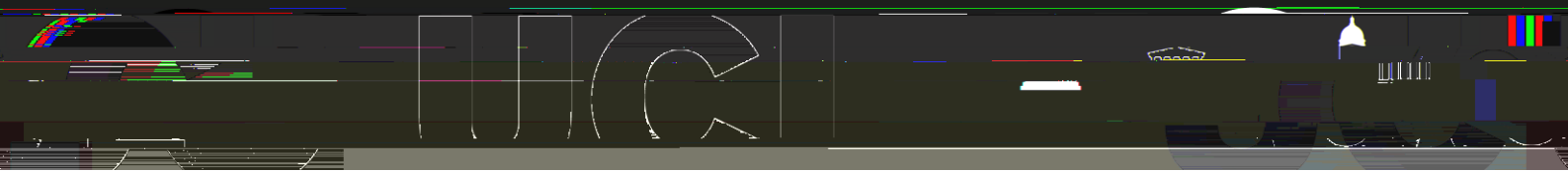
- Technical support and equipment for filming/streaming – hirer must arrange and pay for this separately.
- Marketing support including poster/flyer printing and online support.
- Security staff as standard. If any event requires security e.g., bag searching/VIP attendees this must be discussed at the point of application and the fees for this will be recharged to the hirer.
- UCL Ticketing will not oversell ticketing capacity i.e., sell 600 tickets for a 540 seat capacity.

### **Ticketing/Box Office**

A requirement of using the Theatre is that you **must operate any ticket sales (including free/complimentary tickets) through the Box Office (UCL Event Ticketing)**. This allows UCL to capture customer information on your behalf, within the GDPR legislation rules, and also ensures room capacities/H&S is adhered to. Events found not to be using UCL Event Ticketing will be cancelled and refused access to the reduced use rates in the future.

### **Catering/Bar**

The Theatre has its own bar for public performances. This is staffed and operated by UCL with all profits being retained by the Theatre. If you require a post-show bar or any other form of catering, this needs to be requested within your application. This is organised via the Bloomsbury Theatre team and recharged to your department. Food i t you



---

## 2. How Successful Applications are chosen

Applications are based on considerations which include:

- Does the project involve performance/film or is it otherwise appropriate to the space?
- Is there sufficient collaboration/involvement of UCL staff and/or students?
- Does the project engage with public audiences?
- Is the project likely to attract an audience number of 400+ at all performances?
- Will the event share research in innovative ways?

Additionally, from time-to-time the LCCOS: Bloomsbury Theatre may issue further guidance.

### Logistical

Does the application provide assurance that the people involved are capable (with support) of making the event happen? Is there adequate funding in place?

### Timing

Is it possible to fit the project into the Theatre schedule around other successful projects?

---

## 3. A step-by-step guide to the application form

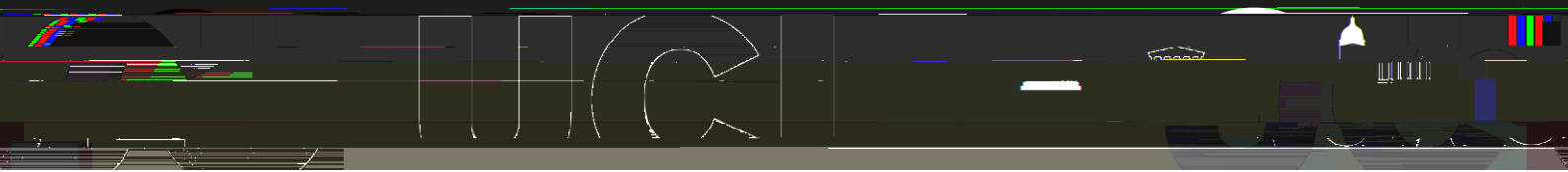
**Potential applicants are strongly advised to discuss their proposal with the Venue Hire & Bookings Manager in advance of applying.** See Section 6 for details.

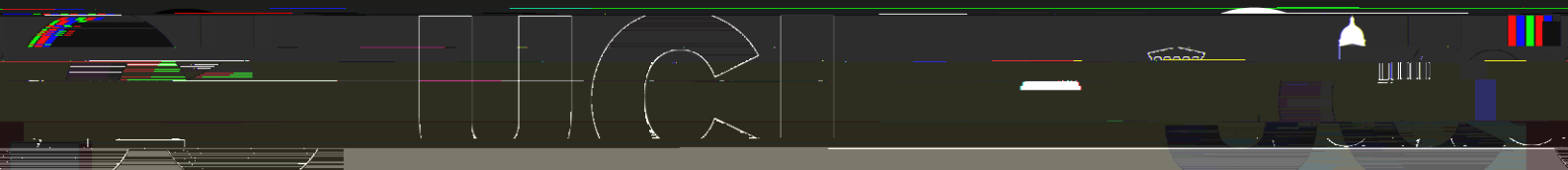
Below are tips to help you complete the application form successfully.

See **Section 5** below for a link to the form. Completed forms must be no longer than four sides of A4 in 11pt font. This rule will be strictly adhered to.

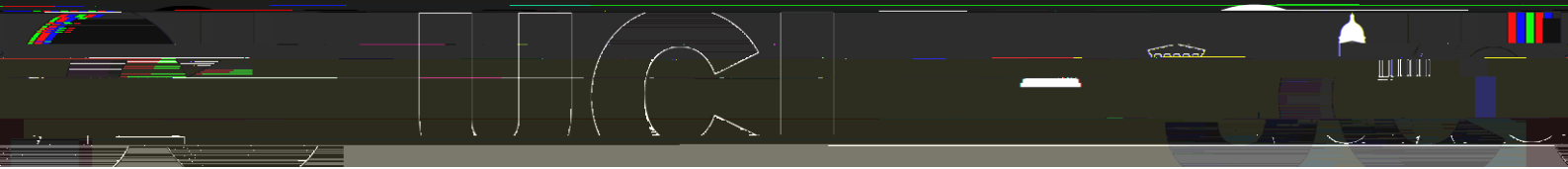
### Basic details

At the start of the form, we ask for information about you, your planned project, and how we can contact you. This information will help us to administer the project if it is successful, and to monitor whether we are receiving applications from a cross-section of the UCL population.





work in



Please also keep us updated throughout your planning as to any changes to the content so we can reassess your event. Any event/s which contravene UCL Guidelines may lead to the event being cancelled and a formal inquiry into the person/s organising or department. [See\(m\)-6\(e\)6\(n\)- y](#)

Should your event include external speakers you are responsible for complying with relevant UCL policies:

[UCL visitor code of conduct \(link\)](#)

[Procedure for the management of events that include external speakers \(link\)](#)

[UCL code of practice on freedom of speech \(link\)](#)



---

## 5. UCL Departmental Usage application form

Follow the link below to download the UCL Departmental Usage application form.

[UCL Departmental Usage application form](#)

---

## 6. Where to get more guidance