



Terms and conditions Plein Theater Rental

1. Contact

- For rental requests, please contact Jolinda Gompel at verhuur@plein-theater.nl

2. Confirmation

- We like to receive confirmation with dates and times at least one month in advance, so that we can adjust our planning accordingly.
- By confirming you agree to those terms and conditions and the additional terms.
- The invoice will be sent after the performance or event

3. Technical

- In case of performances that include technical requirements, check our [Technical Fiche](#) for the technical specifications.
- To avoid surprises a [Technical checklist](#) and [Lightplan](#) should be send to as soon as possible in advance with a minimum of two weeks.
- The technical requirements must meet our [Safety Regulations](#), also to be send to as well in advance
- It is possible to make an appointment in advance for a viewing
- The technical contact person: techniek@plein-theater.nl

4. Bar/catering

- In case of public activities, Plein Theater provides a manned bar in the foyer with drinks from at least one hour prior to at least one hour after the performance/activity.
- It is not possible to provide refreshments for your audience or party yourself.
- Your (crews) own consumption is allowed backstage
- In consultation you can arrange your own catering and/or purchase tokens for drinks at the bar
- If you would like to organize an activity in the foyer, in addition to your activity in the theater, we are happy to look at the possibilities with you.

5. Cleaning

- The tenant is expected to clean up the space and leave it in its original state. When using the theater for half a day or more, cleaning costs will be charged.

6. Cancellation

- If you are unable to attend or ticketsales aren't running as expected, cancellation must be done well in advance. From four weeks before the set date we expect a contribution of 15%, three weeks before the set date we expect a contribution of 50%, from two weeks before the set date that will be 75%. You will still pay the full rent from 48 hours in advance.

7. Credits and publicity

The publicity contact person is Elise Vroonhof and can be reached via publiciteit@plein-theater.nl and 020-6654568

7.1 What we do:

- Mentioning the performance on our website (guest program)
- Place/hang up flyers and/or posters in our building, if you have so
- Possibly ticketsales, with a link where you can follow ticketsales live

7.2 What you do yourself

- Recruit audience
- Determining ticket prices (consultation possible)
- Send us a ticket or registration link, if you have so
- Supplying promotional material, if you have so
- Mention Plein Theater as a location on your own promotional material

7.3 Digital promotional material

We list performances that are guests in our theater on our website under the heading 'guest program'.

Send (as early as possible) the digital promotional material to publiciteit@plein-theater.nl.

The minimum is a title, artist/company/organization, image (preferably landscape format and without text, possibly mentioning photographer) and a short or detailed publicity text. Also consider: Duration of the performance/times/intermission/language?

7.4 Ticketsales

If you wish to sell tickets via Plein Theater, please send the above information and the ticket price at least one month in advance to publiciteit@plein-theater.nl

It is possible to put together multiple ticket prices, for example a student discount. Plein Theater also offers a discount price of €4.50 for holders of a Green Dot City Pass. (adds €5 on top of that). It is possible to implement this discount.

7.5 Printed promotional material

Prior to a performance, you can send us posters and flyers, which we will find a place for in our building. The maximum number we use: 3 x A2 posters and 250 flyers or leaflets.

7.6 Social media

We like to be followed and tagged on social media. Conversely, we also follow and tag you. Find us on: Facebook, Instagram, LinkedIn, Twitter, Nextdoor, Youtube and TikTok.

7.7 Audio, photo and/or video recordings during the performance

In consultation, a (minimal) audio, photo or video recording can be made of a performance with an audience in the theater at the initiative of the artist/company/renter. The audience experience is paramount at Plein Theater. For a more extensive registration with more than one professional camera and/or microphone, we can request that the registration take place without an audience, for example during a walk-through or to rent the theater extra for this. Publications ought to mention Plein Theater in the credits.

The arrival of his own professional photographer/filmmaker must be communicated at least 1 week prior to the performance with a publicity or technique employee of Plein Theater. There is an agreement with house rules that is signed prior to the performance. For example, the Plein Theater assigns the photographer/filmmaker a spot on the balcony, taking the public occupancy into account.