Please complete and return this form to [tr2reception@theatreroyal.com](mailto:tr2reception@theatreroyal.com). A member of the team will be in touch to confirm your application has been approved.

**About Space Race**

Space Race provides free space for local artists and companies at TR2, Production and Learning Centre, TR2. This includes access to exceptional rehearsal spaces and resource rooms for brainstorming, meetings, or writing. Once signed up, you can book space up to 3 weeks in advance**\*** through emailing [tr2reception@theatreroyal.com](mailto:tr2reception@theatreroyal.com) for free.

**Address**: TR2 Production & Learning Centre, 12 Neptune Park, Plymouth, Devon, PL4 0SJ

**The Spaces**

Subject to availability, you can book the following spaces:

**Ground Floor**

* Rehearsal Room 01
* Rehearsal Room 02
* Rehearsal Room 03
* Resource Room 01

**First Floor**

* Resource Room 02

These spaces are level access, and a lift is available to navigate between the ground and 1st floor.

Please be advised that there is no café on-site, and no shops or alternative cafés within a short walking distance. We recommend bringing your own food and refreshments.

Situated on the 1st floor, our Green Room is available for your use, equipped with a hot water tap, microwave, fridge, and water fountain.

**\*** Please see the terms and conditions below.

**Contact Information**

|  |  |
| --- | --- |
| **Lead Artist Name** |  |
| **Company Name** |  |
| **Phone Number** |  |
| **Email** |  |
| **Post Code** |  |
| **Access Requirements** |  |

**About You**

**How would you best describe your discipline (Please delete where applicable):**

* Performer/Actor
* Director
* Writer
* Dancer/Movement artist
* Choreographer
* Theatre Maker
* Poet/Spoken Word artist
* Producer
* Designer (Set/Lighting/Sound/Costume)
* Technician
* Stage Manager
* Other (Please specify)

**Applying for Space Race**

**What will you be using the space for?**

**Why do you want to become a member of Space Race?**

**How did you hear about the scheme? (Please delete where applicable):**

* Facebook
* Instagram
* X
* Mailing List
* A Friend/Colleague
* Other (Please specify)

**Terms and Conditions**

* The spaces are available Monday - Friday 9.00am – 5.00pm and Saturday 10am – 1pm. You are not able to book on Sunday, Bank Holidays, or outside of these hours.
* The spaces are subject to availability. Theatre Royal Plymouth reserved the right to cancel your booking at short notice if the space is required for other purposes.
* Should you wish to cancel your booking, please aim to provide us with 24 hours’ notice by calling TR2 Reception on 01752 230575.
* No alcoholic drinks, smoking or vaping within the building.
* No animals will be admitted into the building.
* Please leave the room as you find it.
* Space Race must *not* be used for commercial gain.

**Health and Safety**

* Please ensure you sign in and out of the building.
* Do not obstruct or obscure fire doors and always keep exits clear.
* If you hear a fire alarm, please head out the nearest fire exit and gather by the TR2 sculpture by Reception.
* Please report any accidents/incidents to TR2 reception; our receptionists are first aid trained.
* Please ensure any drinks you have in the room have a lid. Access to a water fountain is available throughout the day.

By signing this form, you agree to uphold the Terms and Conditions as laid out above while using Space Race.

**Signed** ………………………. **Date** ……………………….

*Lead Artist*