

Name of applicant: Signature:

(Block Letters)

Name of Organisation: Date Signed:

(if applicable)

Address:

..... Contact Tel No:

Applicant's position: Registered Charity No:

E-mail address: (if applicable)

I wish to hire the following room(s): Date(s) of Hire:

(tick appropriate boxes)

Main Auditorium

Harpur Suite

Howard Room

Miller/Bunyan Rooms

Harpur Suite Bar

Civic Theatre

Full Title of Event:

Is your event open to the public? YES/NO*

(*delete as appropriate) **Note: All ticketed public events**

must be sold through the CENTRAL BOX OFFICE

Event Times

Access required at: Doors open: Event starts at: Event finishes at:

Exit from venue: An interval is required between and Maximum estimated attendance:

Layout Required

Theatre style: tiered/flat* Cabaret style Exhibition/sale* Meeting/Boardroom style

(Delete as appropriate)

Technical Requirements

(tick appropriate boxes)

Sound and Lighting Technician

Sound system

Stage lighting

Audio visual equipment

Stage

Piano (Grand/Upright*)(tuned/untuned*)

(Delete as appropriate)

An additional charges will be made if you tick any of the above boxes (except for Bar).

Bar/Catering Requirements

(tick appropriate boxes)

In house Beverages

In house Catering

Use of full Kitchen facilities

Use of Servery facilities

Bar (licensed/soft drinks*)

Staffing Requirements

(tick appropriate boxes)

Front of House Stewards

Cloakroom Attendants

Performance Box Office

Externally Hired Security

Note: All Door Supervisors for public events must be SIA* registered.

How did you hear about our venue? _____

**Please return this form with your deposit within 14 days to secure your booking.
 Bookings made prior to 1 January each year are subject to an annual price increase.**

For Office Use Only

Risk Level Low/Medium/High

Date application received: Received by:

Total Room Hire Charge: Amount of deposit:

Date full payment due: Date deposit received:

Entered on Artifax Date: Receipt No:

Public Liability Insurance received Conditions of Hire received