



Application for booking

Room required

Theatre Drama Studio Social Area Room 1 Room 3
Room 4 Room 5 Room 6 Room 7

Numbers attending

Attending: Vulnerable Adults
Juniors under 16 Adults

Child protection/vulnerable Adults policy required received

Contact Name.....

Address.....
.....

Postcode

Registered Charity Number.....

Business/Group name.....

Home Tel..... Work Tel.....

Mobile..... E-mail address.....

Start date of booking..... End date of booking.....

Day..... Start Time..... End Time.....

Excluded Dates

Set up requirements stage/seats etc

Catering required numbers..... Bar required

Please specify catering required:-

.....
.....
.....

Pay at start of let or to be invoiced

PLEASE NOTE THAT FOR ALL NEW LETS AND LETS OVER THE SUM OF £50.00 PAYMENT IN ADVANCE WILL BE REQUIRED UNLESS OTHERWISE AGREED WITH WENDY JACK OR JANE ALLAN.

A 50% DEPOSIT FOR CATERING WILL ALSO BE REQUIRED.

(Payment method agreed by Centre Staff:)

OFFICE USE ONLY	
Copy of Child Protection Policy received	
Evidence of tutor/class/activity leader Enhanced Disclosure check	
Copy of Public Liability Insurance received	
Booking form signed agreeing to conditions of let	
Emergency evacuation policy explained (walk through completed)	
Bar / Equipment / Permission to Photograph request form completed (please circle as appropriate)	
Application declined/accepted	
Payment received in full	

ISSUED BY _____ DATE _____

TOTAL AMOUNT DUE

PAYMENT TAKEN BY _____ DATE _____

PAYMENT METHOD: CASH CHEQUE