

# Facilities Booking Form



## General Information

Name of Organisations / Individual	
Contact Name for Booking	
Position Held	
Contact Address	
Postcode	
Contact Telephone Number	
Email Address (This email will be used for payment invoice and customer information)	
Please tick the opt in box to receive special offers, promotional news and events	<input type="checkbox"/> Email Opt In For Special Offers, Promotions and News
Group / Organisation Website	

## Event / Activity Information

Est Number of Guests	
Age Group	
Activity Being Held In Venue	
Does your organisation hold a current NGB accreditation (only applicable to activity deliverers)	
Do you hold public liability insurance cover	
Name of insurance company	
Cover amount	
Expiry Date	

## Facilities Required

Studio M41	
Studio Vale	
Studio Hollywood (Upstairs)	
Meeting Area / Lounge Area	
Whole 1 <sup>st</sup> Floor	
Whole Ground Floor	
Whole Venue	



### Equipment /Services Required

PA / AV System	
Projector Screen / Projector	
Chairs	
Tables	
Catering	
Room Dressing / Event Decoration	

### Booking Information

Single Booking	
Weekly Booking	
Monthly Booking	

Dates Required		
Start Date of Booking		
End Date of Booking (Single / 6 month / 12 month)		
Times of booking	From	To

### Declaration

- ✓ I have read and accepted the conditions of hire, and agree to abide by these and any special considerations communicated to me. Terms and conditions can also found at ShowcaseCo.Uk
- ✓ I acknowledge and agree to the cancellation periods of 48 hours for a one-off re-occurring session and 1 calendar months notice for a complete booking cancellation
- ✓ I enclose copies of the appropriate qualifications held by the person(s) responsible for delivering services or activities detailed in the application form.
- ✓ I can confirm that staff are DBS checked and regular checks are conducted by the governing body where appropriate.
- ✓ I enclose copy of the organisations public liability insurance or supplier's insurance details where necessary.
- ✓ I accept that additional charges may be made in respect to damage caused to Showcase Studios property or building through negligence or wilful intent.
- ✓ I agree to all payment conditions outlined in the payment invoices sent, invoice will be raised and sent via email at the end of each month for the period used.
- ✓ I am over 18 years of age.
- ✓ I have the authority to sign the booking on behalf of my organisation or personal event host.

Signed		Print  Name		Date	
--------	--	-------------------	--	------	--