

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)	<input type="checkbox"/> Email opt In for Special Offers, Promotions and News
Please tick the opt in box to receive special offers, promotional news and events	
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 (Smallest Room Ground Floor)	Required
Studio Vale (Largest Room Ground Floor)	
Studio Hollywood (Medium Room First Floor)	
Meeting Area / Lounge Area (Ground Floor)	
Whole 1 st 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	

Declaration

- ✓ I have read and accepted the conditions of hire and agree to abide by these and any special considerations communicated to me. Booking Terms and conditions can be found [here](#)
- ✓ I acknowledge and agree to the cancellation periods of 48 hours for a one-off and or 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 a copy of the organisation's 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, invoices will be raised and sent via email in advance and will be required to be cleared in advance of your booking.

I am over 18 years of age and I have the authority to sign the booking on behalf of my organisation or personal event host

Signed		Print Name		Date	
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