

Application To Hire Facilities



(Please complete in CAPITALS)

DETAILS OF APPLICANT

Name:		Address for correspondence:	
Organisation:			
Telephone:			
Email:		Postcode:	

DETAILS OF HIRE

Date(s) of hire: (inclusive)		Times: (include set up and set down time)	
Phoenix Theatre <input type="checkbox"/> Please specify seating requirements: Flat Floor Seating (70-100) <input type="checkbox"/> Tiered Seating (180) <input type="checkbox"/> Tiered and Floor (250) <input type="checkbox"/> No seating <input type="checkbox"/>		<input type="checkbox"/> Conference room (max 10 delegates) <input type="checkbox"/> Classroom (max 25 delegates) <input type="checkbox"/> ICT Suite (max 20 delegates) <input type="checkbox"/> Dance Studio	
Is this booking:	One-off/Daily/Weekly/Monthly*		
Anticipated numbers:			
Purpose of hire:			
Room layout required:	Theatre style <input type="checkbox"/> Classroom <input type="checkbox"/> Horseshoe <input type="checkbox"/>		
Will admission be:	<input type="checkbox"/> Open to the general public		<input type="checkbox"/> Subject to a charge of £
	<input type="checkbox"/> Restricted to members		<input type="checkbox"/> Free entry
Do you wish to hire any furniture/other equipment?	YES/NO*	If yes, please supply details:	
Will any furniture and/or equipment be brought onto the premises?	YES/NO *	If yes, please supply details (electrical equipment must be PAT tested):	
Do you require any catering services? (please provide 10 days notice)	YES/NO *	If yes, Sheyba Jani, our Sodexo representative will be in contact to discuss your requirements prior to the booking.	
Do you require a theatre technician? (this may incur additional costs)	YES/NO *	If yes, John McGregor, our technician will be in contact to discuss your requirements prior to the booking.	

I have read, agree to and retained a copy of the conditions of use and accept the conditions imposed.

Signed: _____ Date: _____

Name: _____ Position: _____

Please return the completed form in the Freepost envelope provided within 14 days.
Forms and bookings will not be accepted without a signature.

* delete as appropriate