

Trinity Arts Centre Hire Application Form

About You

Title: First Name: Surname:

Contact Address:

Post Code:

Contact Telephone: Email:

VAT Number: Charity Number:

About Your Event

Is your event for a:

Performance: Conference/Meeting: Workshop/Class: Other:

If you selected 'other' please describe:

Which space would you like to hire:

Theatre Vestry Front Studio Thomas Johnson Room Back Studio

Bar & Lounge Full Venue Outside Grounds

Please select your preferred room configuration:

Boardroom: Classroom: Cabaret: Theatre: Room only:

Would you like to add our **Catering Essentials** package onto your hire?

(Our Catering Essentials package provides your delegates with tea/coffee/water for the duration of your room hire.)

Event Title:

Event Description:

Event Date(s):

No. Of Delegates: Time Hire Begins: Event Start Time:

Time Hire Ends: Event End Time:

PLEASE NOTE: Your hire start time and end time must be different from your event start and end time. You must plan for all event setup, running and set down to occur during your stated period of hire.

Performance Hires Only

Complete this section if you are applying to hire our venue for a performance.

Ticket Details:

Technical Requests:

Get-in Date:

Get-in Start Time:

Get-in End Time:

Rehearsal Date(s):

Access required from:

Access required until:

Performance Date(s) / Time(s):

Access required from:

Access required until:

Get-out Date:

Get-out Start Time:

Get-out End Time:

Other Details:

Declaration

I confirm that the information given on this application form is true and correct. I understand that the data provided will form the basis of a contract if accepted. I confirm that I have read and accept the terms and conditions of hire.

Signed:

Print Name:

Date:

OFFICE USE ONLY

Date Received:

Schedule of Hire Sent:

Total Cost:

Deposit Charged:

Invoice Schedule:

Invoice Number(s):

Date Deposit Paid:

Date Invoice Paid: