

Harrow Arts Centre Booking Enquiry Form – Performance Booking

Organisation Name: _____

Name: _____

Address: _____

Contact Number: _____ **Mobile Number:** _____

E-mail Address: _____

Date(s) Required: _____

Venue:

Package:

Time Allocation: Get-In Time: _____

Performance Start: _____ Performance End Time: _____

Clear Out Time: (to) _____

What is the name of the Performance? _____

What kind of performance is it?

Who is the target audience?

Is the event designed specifically for any of the following audiences?

Is the event for:

How many audience members are you expecting? _____

Please provide a short description of the performance below:

If professional production, names of headline performers:

What layout would you like?

What seating capacity do you require? _____

How many seats in the auditorium do you require for performers (if any)? _____

Are your tickets going to be?

Do you require the Box Office to print and sell tickets on your behalf?

Please note that there is an additional charge for this service and the Box Office can only sell tickets on your behalf during normal opening hours (Monday – Friday 9:00am to 17:00pm, excluding public holidays).

If YES please state what title you wish to print on the tickets (max 16 characters)

Price to be sold at Full Price: £ _____ Concession: £ _____

Please provide a name below to whom a cheque can be made payable to for the refund of ticket sales or deposit (if applicable):

Are you happy for the Harrow Arts Centre Bar to be open for your event?

Do you have your own Public Liability Insurance?

Yes / No

Please Note

In order for us to process your booking quickly please ensure that all of the questions above have been completed.

Please be aware that no naked flames or pyrotechnics of any kind are allowed in the venue.

There will be an additional charge for PRS (Performing Rights Society) after your event. You must provide the Box Office with a list of music played during the performance before a deposit can be released back to you. Charges can be obtained from the box office.

This form is only used as a booking enquiry. Your booking is not confirmed until we receive a £250 deposit and issue you with a receipt and confirmation letter.

Declaration:

I hereby acknowledge that I have read, fully understood and agree to the Terms and Conditions:

Tick Box: _____ **Date:** _____

OFFICIAL USE ONLY

Date of Request: _____ **By:** _____

Booking:

Reason: _____

Offer another date: _____ **if yes, please state new date:** _____

Date form returned: _____ **Customer informed on:** _____