



HARROW ARTS CENTRE
171 Uxbridge Road
Hatch End
Middlesex HA5 4EA

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E: box.office@harrowarts.com
www.harrowarts.com

Room Booking Enquiry Form

Thank you for enquiring to use the facilities at Harrow Arts Centre.

To request the dates you would like please fill out the form and submit it to us.

We will look through your requirements and allocate as many of your requested hires as possible.

Please note that filling out the form does not secure your booking, it enables us to consider your requirements and do our very best to meet your needs.

Section 1 – Contact Details

Name: _____

Organisation Name: _____

Address: _____

Post Code: _____

Contact Number: _____

Mobile Number: _____

Email Address: _____

Charity Number (if applicable): _____

Do you have public liability insurance? Yes

Please tick as applicable

No

If yes, please provide a copy with this form. If no, we will charge you 7% of the total booking value to use the Harrow Arts Centre PLI

Are you playing music for which you do not have the copyright for? Yes

Please tick as applicable

No

If yes, a supplementary payment will need to be paid as set by the PRS licensing authority

Section 2 – Room Request

Class Name	Type of Activity <i>Please choose from list below</i>	No. of people attending	Start Date dd/mm/yy	End Date dd/mm/yy	Excluding Dates	Day of the Week	Start Time hh:mm	End Time hh:mm	Preferred Room <i>Please choose from list below</i>	Room Layout <i>Please choose from list below</i>	Notes

Types of Activity:

Community Meeting | Corporate Meeting | Dance | Drama | Education | Fitness | Function | Music | Visual Arts

Rooms Available:

Belmont	Canons	Constable	Dance Studio	Gainsborough	Gobey	Greenhill	Grimsdyke	Hatch End Suite 1	Hatch End Suite 2
Hatch End Suite 3	Kenton	Lowry	Pinner	Rayners	Roxeth	Stanmore	Turner	Weald	No Preference

Room Layouts Available:

Boardroom | Classroom | Lecture/Theatre | Clear Space | Activity & Rest | Scattered Tables (art rooms only) | Tables in Two Rows (art rooms only)

Section 3 – Catering & Additional Services

Please tick the extra services you require:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Interactive Whiteboard (£10 per booking date) | <input type="checkbox"/> Flip Chart & Paper (£7 per booking date) | <input type="checkbox"/> Flip Chart Pens (£5 per booking date) | <input type="checkbox"/> Inclusion in classes & workshops leaflet (£20 per year) |
|--|---|--|--|

Do you require catering?

Please tick as applicable

- Yes**
 No

Section 4 – Declaration

Harrow Arts Centre reserves the right to refuse any booking and to request such information from prospective hirers as is reasonable to enable them to reach a decision on any application.

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

Name:

Signature:

Date:
