**APPENDIX 1 – APPLICATION FORM AND TERMS AND CONDITIONS FOR HIRE OF DENBIGH or WATLING ACADEMY FACILITIES**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **HIRER DETAILS** | |
| **Company name**  **(If not applicable use**  **N/A)** |  |
| **Contact Name** |  |
| **Contact email and phone**  **number** |  |
| **Contact Address**  **Please enter full postal address** |  |
| **Have you hired Denbigh or Watling facilities before? If not, how did you hear about us?** |  |

**EVENT/ACTIVITY DETAILS (REGULAR HIRE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Venue/space required**  **(Please tick all applicable)** | **Main**  **Hall** | **Activity**  **Studio** | **Astro** | **Sports Hall** | **Other** |
|  |  |  |  |  |
| **Day(s) required** |  | | | | |
| **Start time** |  | | | | |
| **End time** |  | | | | |
| **Booking start date** |  | | | | |
| **Booking end date** |  | | | | |
| **Description of activity/event** |  | | | | |
| **Expected attendance numbers** |  | | | | |
| **Any additional requirements e.g. equipment, changing rooms?** |  | | | | |

**EVENT/ACTIVITY DETAILS (ONE-OFF HIRE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hire date(s) & number of**  **hours required**  **Please specify what activity on each date i.e. Set up/ Rehearsal/Performance/ Pack up** |  | | | | |
|  | | | | |
|  | | | | |
| **Venue/space required**  **(Please tick all applicable)** | Main  Hall | Activity  Studio | Sports Hall | Classroom | Other |
|  |  |  |  |  |
| **Event start & finish time** |  | | | | |
| **Nature of the**  **event/performance with brief description** |  | | | | |
| **Provisionally expected audience size** |  | | | | |
| **Any additional requirements, such as use of equipment?** |  | | | | |

**TECHNICAL REQUIREMENTS**

We may be able to include a lighting or sound operator within the price of our venue hire. Please specify if you would require an operator and what the technical requirements of the performance are.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lighting Operator** |  | **Sound Operator** |  |
| **Technical requirements** |  | | |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **Please add any additional information regarding your request** |  |