SPACE BOOKING REQUEST FORM

**By confirming your booking request, you acknowledge and confirmed that you have read, understood and agreed to comply with our Terms & Conditions.**

### DATE & TIME:

|  |  |
| --- | --- |
| Date(s) you would like to book |  |
| Times (including set up and clearing up of the space) |  |

## PURPOSE OF BOOKING:

|  |  |
| --- | --- |
| Name of the event/class |  |
| Type of activity(as specific as possible, e.g. rehearsal, workshop, audition, meeting etc.) |  |
| Discipline/dance style |  |
| Expected number of people in the space |  |
| Will you be charging for admission? |  |
| Do you have a preferred space? |  |

SPECIFICS:

|  |  |
| --- | --- |
| Will participants be barefoot? | Yes  No |
| If not, what sort of shoes will participants be wearing? |  |
| Are you planning to do any filming or photography? | Yes *(please complete Permission Form)*  No |
| Extra *studio* requirements/preferences | Piano Mirror  Dance floor Ballet Barres  Wooden floor Blackout options  Other: ……………………………………… |
| Extra *meeting/lecture room* requirements/preferences | AV system Plasma screen  Telephone Whiteboard/flipchart  Catering  Specific room set-up: ……………………  Other: ……………………………………… |

|  |  |
| --- | --- |
| Are you planning to bring in set and/or props? | Yes (*please specify below*)  No |
| If yes, please provide us with specific information: | Size:  Weight:  Material: |

# PERSONAL INFORMATION:

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Telephone number |  |
| Will this person be on site during the booking? | Yes  No |
| If not, please give contact details of person on site | Name:  Email:  Telephone number: |

# COMPANY/PERSON TO BE INVOICED:

|  |  |
| --- | --- |
| Name of company/person |  |
| Postal Address |  |
| Email |  |
| Any specific information to be added on the invoice (e.g. PO Number) |  |

**Please note that completing a booking form does not automatically mean that the booking has been confirmed.**

PERMISSION FORM FOR PHOTOGRAPHY AND FILMING

**Please note we charge a different rate for any bookings involving photography or filming. More information will be provided after submitting your booking request.**

|  |  |
| --- | --- |
| What will this booking involve? | Flash photography  Photography without flash  Filming  Both photography and filming |
| What is the purpose of this shoot? |  |
| Where/how will the images or footage be used or distributed? |  |
| Brief description of the film/photography shoot, number of people involved, and equipment used |  |

**Please include the following credit line:** Filmed/Photographed at The Place

I agree that the footage taken during the photoshoot/filming session will only be used as specified in this document.

Name

Signature Date