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 (including participants, staff, and any other) |  |
| Will you be charging for admission? |  |
| Do you have a preferred space? |  |

SPECIFICS – *please note that an extra charge may be required for certain requirements (e.g. catering, screen booking if the chosen room doesn’t come with one etc.)*:

|  |  |
| --- | --- |
| Do you require a screen? | No  Yes |
| If so, please provide a brief description of what the Screen will be used for – *this is so we can make sure we have the suitable equipment* |  |
| Are you planning to do any filming or photography? | No  Yes *(please complete Permission Form)* |
| Will you require extra assistance from our staff on the day of your booking?  *Depending on your event, we may require you to book one of our staff members* | No  Yes |
| Will your booking require any refreshments/catering? | No  Yes. *Please provide details*: …………..  ……………………………………… |
| Extra ***meeting/lecture room*** requirements/preferences | AV system  Telephone  Whiteboard/flipchart  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