

VENUE HIRE REQUEST FORM

ANGUSalive | St Margaret's House | Orchardbank Business Park | Forfar | DD8 1WS

ALL RELEVANT INFORMATION REGARDING THE BOOKING MUST BE SUPPLIED ON THIS FORM.

Full name:

Address:

..... Postcode:

Tel. Daytime: Evening:

Email:

On behalf of:

Type of event or purpose of let: Approx. no's:

Name of performance:

(copy of programme content must be submitted prior to the performance for PRS purposes)

Details of person to be in attendance during the hire and responsible for supervision (if different from the applicant)

Full name:

Address:

..... Postcode:

Tel. Daytime: Evening:

Email:

DETAILS OF HIRE REQUIREMENTS

Name of facility required:

Areas required:

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Date(s):

Times (including preparation and dismantling):

Details of Licensee (if applicable):

Projector required: YES NO

Reid Hall LED sign required: YES NO

Additional requirements:

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PREPARATION AND DISMANTLING

Please note that booking time should include preparation and dismantling time. These periods will be kept to a minimum by staff but it must be accepted that the more equipment required the more time will be taken up in preparation and dismantling.

DECLARATION

I hereby apply for facilities detailed above in accordance with the scales of charges and conditions will be observed and the charges paid on demand. I have read the Pricing Policy and Venue Hire Terms and Conditions. I agree not to infringe any copyright within the entertainments I am promoting and to also undertake to make application and appropriate payments to the Performing Rights Society Limited for any performance.

Signed: Date:

FOR OFFICE USE ONLY

<input type="checkbox"/> Tel	<input type="checkbox"/> Letter	Date
<input type="checkbox"/> Office	<input type="checkbox"/> Email	
Received by:		
Approved by:		
Confirmed by:		
Programmed by:		
Cancelled by:		

Booking Costs

Area Charge	
Less Deposit	
Staff Costs	
PRS	
Refreshments	
Bar Charge	
LED Sign Charge	
TOTAL	

Payment Dates

Deposit due	
Deposit paid	
Full payment due	
Full payment paid	

DATA PROTECTION

The information which you have given in this form will be used only by Angusalive for the following purposes:- to inform you of special offers and promotions concerning the trust's services; to allow the trust to carry out surveys relating to the people using its facilities. All of the information that you give will be held securely by the trust and will be treated as confidential. Under the Data Protection Act 1998, you are entitled to access the information held by the trust about you. Applications for such access should be made the ANGUSalive data controller at enquiries@angusalive.scot

Completion and return of this form does not guarantee your booking. We will respond to confirm availability, costs and the payment/deposit required to secure the booking. Management reserve the right to cancel bookings at any time.