**BOOKING APPLICATION FORM**

***Completion of this application form will constitute a firm proposal. Hirers are advised to discuss any questions with the cornerHOUSE prior to completing this form. It may be necessary to attend a meeting to discuss your hire. The cornerHOUSE reserves the right to decline bookings without providing a reason. The decisions of the cornerHOUSE on all matters relating to bookings are final. THIS BOOKING IS NOT FINALISED UNTIL CONFIRMED IN WRITING BY THE cornerHOUSE.***

**SECTION 1**

Name of Hiring Organisation…………………………………………………….......................

Contact Name…………………………………………………………………….………………

Contact Address…………………………………………………………………………………….

Telephone No ………….........……………… Mobile No. ……………….…………….………

Email of Main Contact...........................................................................................................

Name and email of Finance Contact…………………………………………………………….

Nature of Event..................................................................................................................

Will there be a Performance with an Audience?...............................................................

If yes, will Bar Services be required if available? …………………………………………….

Will tickets be sold to the public?......................................................................

Space Required (1) (please choose from)...............………..Main / Studio / Other……………

Seating Arrangement (1) …………………… Rows / Around Tables……………………………

Amplified Music (Yes/No and details) ………………………………………………………..

Proposed dates and times of Hire (1) (2) Please complete the bookings schedule in Section 2 below.

Do you have any other special requirements? YES/NO If Yes, please provide further details……

………………………………………………………………………………………………………………..

Will your hire involve children?.......................................................................................

Please state any accessibility requirements:............................................................................

………………………………………………………………………………………………….

For performances, will you have Performance Rights to the script at least seven days prior to the date(s) of performance(s)?....................YES/NO.

If YES, please attach a copy of the script with the Booking Application Form.

Hirer’s Requested Seating Number for Audience: …………………………………………………..

Name of Liability Insurance provider and policy number…………………………………………….

Payment Basis (4) (delete as appropriate) ……A. Hourly Rate / B. Daily Rate / C. Box Office Share (subject to the underpinning minimum). (Please note that public performances are normally charged on the basis of Rate C). Current rates are published on our website.

PLEASE COMPLETE SECTION 2 BELOW AND SIGN THE DOCUMENT

**SECTION 2**

**Please complete the schedule below for ALL dates and all uses. If booking for whole academic terms, please advise of non-requirement holiday dates. In the Comments section please state the type of usage (eg classes, public performance, dress rehearsal, set building etc), or any other information you think vital or required (1) (2) .**

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| Date | Start Time | End Time | Comments |
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When you have completed this form PLEASE RETURN TO: [**Thechartistic.team@gmail.com**](mailto:Thechartistic.team@gmail.com)

I wish to book the cornerHOUSE. I have provided all the necessary details of the proposed booking, and I have read and understood the cornerHOUSE terms and conditions and agree to work within the relevant conditions and guidance in the terms and conditions.

Signed …………………………………… Print Name ………….………………..

Date ………………………..

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1. See Terms and Conditions for details
2. Dates should include auditions, rehearsals, set building, technical fit-ups and returns, tech, dress rehearsals and similar usage of the premises. For performances and other multi-date bookings please complete the schedule below.
3. Times should include setting up and clearance times. Access outside of booking times will not be possible as such times may well be in use by other hirers, so it is important that all access required is clearly specified.
4. Please note that if you have alternative pricing structure proposals, the cornerHOUSE will be happy to discuss these with you prior to booking confirmation.