



APPLICATION FORM

Name of Organisation _____ Registered Charity No. (Where applicable) _____

Contact Name _____

Address _____

Contact Telephone No _____ Mobile No. _____

Email _____

Dates Required – **Rehearsal(s)** _____

Performance(s) _____

Event Details _____

Event Category A B C D

Is there an admission charge? Yes / No Will tickets be issued? Yes / No

Insurance category Non – commercial / Commercial Indemnity returned Yes / No

Date booking opens _____

Price of Tickets _____ Concessionary rates _____

(Please give details) _____

Tickets available from Box office / Other (please give details) _____

I hereby agree to observe and perform all the conditions of hire of Medina Theatre and to pay all necessary charges in accordance with the scale of charges for the time being in force. A copy of the said scale of charges is attached and the hirer is deemed to have full knowledge and notice thereof.

I enclose herewith a remittance of _____ in full / part payment of the hiring fee. In the event of any cancellation by the hirer within four weeks of the event, the Management will retain the full Hiring Fee.

Cheques should be made payable to Medina Theatre. This completed application should be forwarded to Medina Theatre at the address shown, together with your payment and statement of costs page.

This hiring is on behalf of _____ whose authority I have to bind them by signing this application. On signing, I have read and agreed to the terms and conditions for hiring Medina Theatre.

Signed _____

Date _____

For Office use only

Hire Charge _____

Letting Approved _____

Date _____