

MEDINA THEATRE : APPLICATION FORM

Name of organisation		Registered charity number (if applicable)	
Address			
Contact name			
Tel		Mobile	
Email			
Website			
Date(s) required	Rehearsal(s)		
	Performance(s)		
Event details			
Performance start time		Performance end time	
Event category	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/> D <input type="checkbox"/>
Admission charge	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will tickets be issued? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Insurance category	Non-commercial hire <input type="checkbox"/>	Commercial hire <input type="checkbox"/>	Indemnity returned Yes <input type="checkbox"/> No <input type="checkbox"/>
Date booking opens		Price of tickets	
Concessionary rates?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'yes', please give details below:	
Tickets obtainable from	Box Office <input type="checkbox"/>	Other (please specify)	
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 a remittance of	£	in full/part payment of the hire fee.	
In the event of any cancellation by the hirer within four weeks of the event, the full hire fee will be retained.			
This hiring is on behalf of			
whose authority I have to bind them by signing this application on their behalf. On signing, I have read and agree to the terms and conditions for hiring Medina Theatre			
Signed		Date	
Method of payment	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.		

For office use only	Hire charge		Letting approved		Date	
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