

BELPER SCHOOL AND SIXTH FORM CENTRE
COMMUNITY THEATRE BOOKING ENQUIRY FORM

Please return this form to: The Estate and Facilities Manager, Belper School and Sixth Form Centre,
John O’Gaunts Way, Belper, Derbyshire DE56 0DA

ABOUT YOU

Name of Hiring Organisation.....

Address of Organisation.....

.....Post Code.....

Telephone number(s).....

Name of Contact Person.....

Address of Contact Person (if different):.....

.....Post Code:.....

Telephone number(s) (if different):.....

Contact Email address

ABOUT YOUR PURPOSE

The School reserves the right to decline a booking if it is deemed an unsuitable use of educational premises.

Name of production:.....

Production activity (eg acting, singing, dancing, rock band, orchestra):.....

.....

Number of adults in cast (approx):..... Number of children in cast (approx):.....

Number of helpers (approx):..... Number of audience (approx):.....

Other information:.....

.....

.....

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ABOUT YOUR REQUIREMENTS

Facilities required (please tick):

Foyer and audience toilets		Drama Studio 1 and/ or 2	
School hall		Dance Studio	
Stage		Dressing rooms x 3	
Lighting and sound gallery		Cast toilets	
Kitchenette (in foyer)		Cast shower	
Hot water boiler		Other (by arrangement)	

Equipment required (please tick):

Tiered seating 240 (+ 2 disabled)		Lighting ladder	
Tiered seating (other – to discuss)		Stage lighting	
Cinema screen		Jesterm148 lighting desk	
Talkback system		Sound mixer	
Show relay system			

Day Eg Saturday	Date	Time of Get-in	Time of Get-out	Details of Activity Eg technical prep, rehearsal, technical dress rehearsal, show (including approx start and finish times of show)	Tiered seating required (see below)	Approx no of people on site

I have informed you on a separate sheet if I plan to apply for an alcohol licence, and if I think we are eligible to be covered by the school's insurance policy (otherwise our cover will be evidenced). Please provide me with a price for the above hire of Belper School and Sixth Form equipment and facilities. I understand that the information provided will form the basis of the hire agreement and undertake to abide by the School's terms and conditions (provided separately)

Signed: Date:

Print name:..... Role in organisation:.....

BELPER SCHOOL AND SIXTH FORM CENTRE
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Supplementary Booking Sheet

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