

White copy : Customer | Pink copy : Manager | Yellow copy : Operational Staff

Organisation details

Name of organisation _____

Applicant _____ Organisers _____

Address _____ Address _____

Phone No. _____ Phone No. _____

Email _____ Email _____

Which of the above is responsible for payment? Applicant Organiser

Event details

Dates of hire _____

Description of function _____

Estimated Attendance _____ under 18 over 18 both

To comply with English smoking legislation Bath Pavilion is a non-smoking venue.

Hire details

Set up from _____ to _____ hrs _____

function from _____ to _____ hrs _____

breakdown from _____ to _____ hrs _____

admin use only

@ _____ cost £ _____

@ _____ cost £ _____

@ _____ cost £ _____

Additional requirements*

<input type="checkbox"/> PRS Music Licence	£ _____	<input type="checkbox"/> Bar	£ _____	<input type="checkbox"/> Cloakroom	£ _____	<input type="checkbox"/> CD	£ _____
<input type="checkbox"/> PPL Music Licence	£ _____	<input type="checkbox"/> Catering	£ _____	<input type="checkbox"/> Security	£ _____	<input type="checkbox"/> Ipod	£ _____
<input type="checkbox"/> All night clean up	£ _____	<input type="checkbox"/> PA	£ _____	<input type="checkbox"/> Spotlights	£ _____	<input type="checkbox"/> Laptop	£ _____
<input type="checkbox"/> Tables and chairs	£ _____	<input type="checkbox"/> Ladder	£ _____	<input type="checkbox"/> Box Office	£ _____	<input type="checkbox"/> Wifi	£ _____
<input type="checkbox"/> Extra staffing	£ _____	<input type="checkbox"/> External hire	£ _____	<input type="checkbox"/> Mic	£ _____	<input type="checkbox"/> Other	£ _____

Tick boxes only

please specify _____

Notes

Signatures

I have received, read and fully understand the conditions of hire and will fully comply with these.

Signed _____ Print _____ Date _____

I fully understand that I am responsible for ensuring all electrical/leads display a valid PAT test label and that items without this cannot be used and must be removed from the premises (see Section 7 for full terms and conditions).