

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"/> Other  | £ _____ |
| <input type="checkbox"/> Extra staffing     | £ _____ | <input type="checkbox"/> External hire | £ _____ | <input type="checkbox"/> Mic        | £ _____ |                                 |         |

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).