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| --- |
| 1: Who are you? |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Your name: |  | | | | | | |
| Your organisation’s name (if applicable): |  | | | | | | |
| Your contact phone number: |  | | | | | | |
| Your contact email: |  | | | | | | |
| 2: When do you want to book and for how long? | | | | | | | |
| **FIXED HIRE. Stage | Hall | Café | Dressing Room**  **Morning sessions are between 8am – 1pm | Afternoon sessions are between 1pm -6pm Evening Sessions are between 6pm -11pm. If you would like to book by the hour please use the Hourly booking form**  **If you are booking for more than one week – please use another form to enter the other dates.**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Day** | Start Date: |  | End Date | **Comments** |  | Start time: |  | End time: |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | |  | Morning Session | Afternoon Session | Evening Session |  | | | | | | | | |
| Fixed SINGLE PERFORMANCE hire (4pm-11pm) Please email [manger@henderson-hub.com](mailto:manger@henderson-hub.com) to discuss | | | | | | | |
| Start date (day, date & year): | | | | |  | | |
| Additional hours/day required? | | | | | | | |
| * NOTE: Total capacity of the hall is 140. | | | | | | | |
| 3: Do you need anything else? | | | | | | | |
| Licensed bar | | Start time: |  | End time: | | |  |
| |  | | --- | | Which days / dates? |  * NOTE: The provision of the licensed bar is subject to restrictions under the Licensing Act and is at the discretion of the licensee. * Anything else? Please include it in your description below and we’ll see what we can do. | | | | | | | |
| 4: What are you planning to do? | | | | | | | |
| Please give us a detailed description of your intended use, what you are planning to do and let us know of any in-house equipment you might wish to use. | | | | | | | |
|  | | | | | | | |
| 5: What happens next? | | | | | | | |
| We will check through your application and get back to you as soon as we can to confirm your booking and the price. We will then ask for a deposit of 50% to secure your booking. In making a payment you agree to our general terms and conditions which can be accessed on our website [www.henderson-hub.com](http://www.henderson-hub.com) and our heath and safety conditions which are displayed on our notice board. | | | | | | | |
| Booking Reference (Office use only): | | | | | |  | |
| Amount to be invoiced (Office use only) | | | | | |  | |
| Booking Notes (Office use only) | | | | | | | |