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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 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:  |  |
|

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| 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.
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| 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)  |