

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EVENT DATE (S)** |  | | | | |
| **TITLE OF EVENT:** |  | | | | |
| **NAME OF HIRER:**  **COMPANY :**  **ADDRESS:**  **CONTACT EMAIL / NUMBER:** |  | | | | |
| **ACCESS TIME:** | **START TIME:** | **FINISH TIME:** | | **EXIT TIME:** | |
| **ESTIMATED ATTENDANCE:** |  |  | | | **COSTS:**  **(Office Use)** |
| **SPACES BOOKED:**  **[Put a X by which spaces you would like to hire]** | **MAIN AUDITORIUM** | **LIVE ROOM** | | |  |
| **TEACHING ROOM 1 OR 2** | **BOTH TEACHING ROOMS** | | |
| **CAFÉ SPACE** | **CAFÉ SPACE & LIVE ROOM** | | |
| **KITCHEN** | **COURTYARD** | | |
| **BASIC SET-UP DESCRIPTION:** | Venue Layout / Seating / Lighting | | | | |
| **BAR:** | If required – UKCCA bar or corkage: | |  | |  |
| **KITCHEN:** | If required- Food preparation & cooking or warming up only: | |  | |  |
| **CATERING:** | If required by UKCCA or external catering contractor: | |  | |  |
| **TECHNICAL SUPPORT: [Please specify]** |  | | | |  |
| **DUTY MANAGER:** | Supplied by UKCCA throughout your event: | | | |  |
| **ADDITIONAL INFO FROM HIRER** |  | | | |  |
| **SECURITY:** | Required for all medium & high risk events (public or private). UKCCA to provide or arranged by hirer: | | PLEASE INPUT YOUR BADGE NUMBERS HERE | |  |
| **RISK LEVEL (Office use)** | LOW/ MEDIUM / HIGH | |  | |  |
| **PUBLIC LIABILITY INSURANCE:** | Required for all events open to the general public whether ticketed or not: | | Your PLI must be over £5M and be in date | | |
| **EVENT DAMAGE DEPOSIT:** | Required for some events assessed as being at medium or high risk level: | |  | | |
| **ADDITIONAL REQUIREMENTS / INFO** |  | | | |  |
| **TOTAL FEES REQUIRED (PLUS VAT):** | | | | |  |

|  |
| --- |
| NOTE: This form will be updated and resent to you prior to your event as there may be revised or extra charges incurred after confirmation if your event requirements change. This is a busy, creative centre and we may at times need to change your room but we will do all the admin and you will not incur a charge. |
| MANY THANKS – KERRIE DUGGAN Email: [hire@carnivalarts.org.uk](mailto:hire@carnivalarts.org.uk) or tel: 01582 437 117 |