



DOCUMENT 4002 : PLAZA BOOKING FORM

***PLEASE RETURN THIS FORM WITHIN 14 DAYS OTHERWISE
THE BOOKING WILL BE CANCELLED***

Details of Hirer:

Name of Organization _____

Named Contact _____

Position within Organisation _____

Tel No(s). _____

Email Address _____

Postal Address

_____ Post Code _____

Details of Hire:

| DATE(S) | Times of Hire | Private/Public | Purpose of Hire # |
|---------|---------------|----------------|-------------------|
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| | | | |
| | | | |

#Please state title or name if stage show or lecture: _____

Starting time of event _____

Approx time of interval (If applicable) _____

Approx finishing time _____

Please note that Front of House doors are normally open ½ hour before the start of an event unless otherwise requested.

Performance Details:

Please answer the following questions:

* Please delete as appropriate

Is the work covered by Copyright?

YES/NO*

Please see Conditions of Hire and Notes on Hiring the Plaza

Will admission be charged?

YES/NO*

If YES please give the prices Full price tickets £ _____ concessions £ _____

Will programmes be on sale?

YES/NO*

If YES it is ESSENTIAL you read "Notes on Hiring the Plaza" included with this form

Tickets for seats will be Numbered & Reserved/Unreserved*

The Plaza Management recommends Numbered and Reserved seating

Facilities required:

- Auditorium/stage Yes/No*
- Bar Yes/No*
- Coffee Lounge Yes/No*
- Dressing Room Yes/No*
- Stage lighting Yes/No*
- Sound (e.g. tape recorder etc) Yes/No*

PLEASE NOTE that for all events requiring the stage a TECHNICAL QUESTIONNAIRE must be filled in and returned as soon as possible.

Front of House Staff:

Are you able to provide?

- Ushers * 0 1 2) Please refer to "Notes on Hiring
- Coffee Bar* 0 1) the Plaza" for complete information
- Box Office* 0 1) about these posts

*Please circle the number you are able to provide

Any additional comments/requirements:

Contract Details :

Agreed Hire Charges :

- Basic charge per Hour: £ _____ + VAT
- Estimate of additional Charges £ _____ + VAT
- Non returnable Deposit of £ _____ enclosed (please make cheques to RAODS)

The following documents were sent to me:

- Conditions of Hire
- Notes on Hiring the Plaza
- Plaza Hire Charges

I have read all these documents and AGREE to abide by them

Signed: _____ Date _____

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Please return this completed booking form to:

The Bookings Manager
Plaza Theatre,
Winchester Road,
Romsey
Hampshire SO51 8JA

www.plazatheatre.com

For Theatre use only:

Deposit _____

Invoice No _____

Circulate to: Back Stage/FOH/Estates/Bar/Hirer