

# GLUSBURN INSTITUTE COMMUNITY AND ARTS CENTRE BOOKING FORM

Main Hall     Baths Hall     AC Hall     Meeting Room

Learning Centre     Green Space

## GENERAL INFORMATION

Type Of Activity:

Regular:                Days:  
Frequency:

Special event:    Date:                                      Starting Time:                                      Finishing Time:

Short description of the activity:

Age Group:                                      Tickets Price:

## CONTACT DETAILS

Full Name:

Address:

Email:

Contact Telephone Number:

## ROOM SET UP

Number of chairs:                                      Arranged In:     Rows                                       Around Edge                                       Cabaret

Style

Number of tables:                                      How arranged:

## SPECIAL REQUIREMENTS (An extra charge may occur, please contact the office to confirm )

Kitchen (Baths Hall)                                       Bar  
(Main Hall)

Stage Lighting (Main Hall)

Theatre Sound System (Main Hall)

Other (please specify):

The event involves young people & we have our own Safeguarding Children Policy or we have read & understand & will comply with the Safeguarding Children Policy for Glusburn Institute

**We have a fire risk assessment for this event and we have read & understood the risk assessments & fire evacuation policy for Glusburn Institute**

**I have read and accept the booking conditions for Glusburn Institute.**

Hirer signature:                                      Date .....

GICAC rep. signature:                                      Date .....

Payment agreed: £..... per hour                                      £..... In total

Payment method     Cheques are payable to "Glusburn Community and Arts Centre",

Bank transfer to Barclays Bank, 13509036, sort code 204514

Cash in the office

Cash in the office