**Baldock Arts and Heritage Centre**

**Thomas Pryor Theatre Booking Form**

*The Old Town Hall, High Street, Baldock, SG7 6AR*

*Tel: 01462 896740 - Email:* *bookings@bahc.co.uk*

*For booking enquiries: 07874 238004 - For emergencies only: 07921 895828*

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| --- | --- |
| **Name:** |  |
| **Organisation: *(if applicable)*** |  |
| **Address:** |  |
| **Tel No:** | **Landline: Mobile:** |
| **Email Address:** |  |
| **Type of Function:** |  |
| **Date(s) of Hire:** |  |
| **Start and End times of hire:** ***(include time to set up and clear away)*****Start and End times of actual event:** |  |
| **Expected number of attendees: *(NB******Max 120 including all staff)*** |  |
| **Any additional requirements:*****(please tick)*** | **Use of stage ☐****Use of sound equipment ☐****Use of projector and screen ☐**Please note that the use of sound equipment, projector and screen will incur a small charge of £15 per booking.The setup of this equipment will be the responsibility of the hirer. Technical support from BAHC will not be available. | **Licensed bar ☐*****(Please specify times required).***  |
| ***Attached Terms and Conditions of Hire read and agreed*** | **Please tick to accept ☐** |

Your safety, whilst using our facilities, is our concern at all times. Fire regulations and procedures are clearly displayed and a First Aid kit is available on site. Please be aware that as a private hirer, in the event of an emergency, you will be responsible for the safe evacuation of your party from the Centre.

**Declaration: *I certify that I am over 18 years of age, that I have read the terms and conditions of hire that are in force at the present time and I accept responsibility for their observance and of the Fire and Safety procedures in place and agree to pay on demand the charges hereby incurred.*** *I hereby indemnify Baldock Town Hall Ltd (BTHL) / Baldock Arts and Heritage Centre (BAHC) against all claims in respect of injury, loss or damage (including damage to BAHC’s premises) arising from this/these events. In requiring this understanding BTHL / BAHC does not seek to absolve itself or any of its employees from liability as leaseholders/occupiers of the premises.*

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  | **Date:** |  |
| **Total Amount for Booking:** |  |

***Please return this completed form to*** ***bookings@bahc.co.uk*** ***or to*** ***Ishbel@BAHC.co.uk***

*Cheques to be made payable to: 'Baldock Town Hall Group' or pay direct - Sort Code: 20-05-74 - Acct No: 60950963 – please put the date of your event as reference. Please note we do not accept £50 notes.*