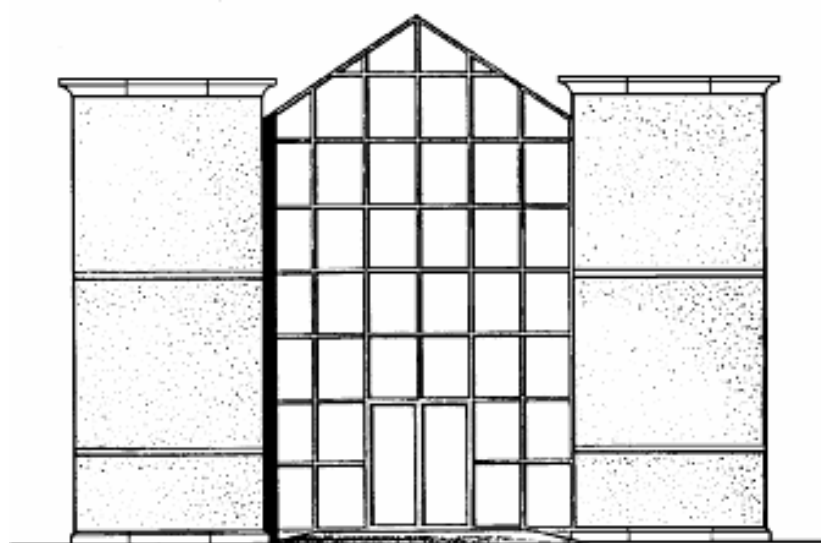


RD 123
Issue 2



THE COURTYARD THEATRE &
BALLYEARL ARTS CENTRE

BOOKING FORM



BOOKING OF COURTYARD THEATRE AND OR ARTS CENTRE

Hirer Details:

Theatre Group / Company Name: _____

Contact Person: _____

Contact Telephone: Daytime: _____ Evening: _____

Invoicing Address: _____

Theatre Booking Details:

Name of Event / Show / Play: _____

Booking Dates & Times: Day: _____ Date: _____ Times: _____

Day: _____ Date: _____ Times: _____

Rehearsal: Day: _____ Date: _____ Times: _____

Seating Required: 90 180 Clear

Show Time: Commencing: _____ Approx. Finishing: _____

Set-Up Time from: _____ Set-down Time Until: _____

Room Booking Details:

Type of Event or Proposed Use: _____

Booking Dates & Times:

DAY	DATE FROM	DATE TO	DATES EXCLUDED	FACILITIES REQUIRED	TIME FROM	TIME TO

Other Information:

Room Layout: Boardroom Style: Lecture Style: Interview Style

Catering Details: **(Please fill in times for the following in the appropriate spaces below)**

IF TEA & COFFEE IS BEING PROVIDED BY BALLYEARL	UPON ARRIVAL AT	BREAK AT (TIME)	BREAK AT (TIME)	BREAK AT (TIME)	UPON DEPARTURE AT

Estimated Numbers Attending: Minimum: Maximum

Equipment Requirements:

Tables Required: Number: _____ Chairs Required: _____

Specialised Equipment: Audio / Visual Please Detail Below:

Data Projector: Overhead Projector: 35mm Projector:

Number of Flip Charts: Bar Facilities: Coffee Bar Facilities:

Piano: Tuning Required:

Supplementary Information:

Wheelchair Access Required: Yes No **(Please indicate with a tick)**

Is the show open to the general public? Yes No

Do you wish to have the details of your event published in the Councils 'What's On' Guide if there is space available?

Yes No

Type of show: Comedy Drama Musical

Other **(Please Specify):** _____

Show suitable for children? Yes No

Have you provided in addition to this booking form any written information outlining specific details of your event, i.e. Posters, Pamphlets, Programmes or Synopsis?

Ticket Sales Venues: N.B.C. Hirer Both

Date tickets to go on sale: Day: _____ Date: _____

Hire Costs:

Administration Costs: £ _____ Comments: _____

The Courtyard Theatre: £ _____ Comments: _____

Rooms: £ _____ Comments: _____

Equipment: £ _____ Comments: _____

Additional Labour Costs: £ _____ Comments: _____

Total Cost (Inc. VAT) £ _____ **Comments:** _____

Preferred Payment? On the day: Invoicing required:

I hereby apply for use of the facilities detailed above and I confirm that I have read the conditions of hire (Included in RD 203) and undertake to ensure that they are properly observed and that the appropriate charges are paid on demand.

Signature of Hirer /Hirers Representative: _____

Print Name: _____ **Date:** _____

For Office Use Only:	Confirmation Sent: Y / N Date:
Received By:	Fee Due:
Received Date:	Payment Received: Y / N Date:



PLEASE NOTE IT IS VERY INPORTANT YOU COMPLETE THIS INFORMATION TO HAVE YOUR EVENT PUBLICISED BY US IN THE GUIDE AND ON THE INTERNET – PLEASE PROVIDE A PHOTOGRAPH WHERE POSSIBLE. This can be digital (300dpi) and emailed to abell@newtownabbey.gov.uk

Title of Event . . .

Name of Club/Association organising the Event

Date of Event(s) (Day and Date)

Brief description of event . . .

Time of Event

Cost of Ticket/Admission? (if applicable)

<i>Adult</i>	
<i>Concession</i>	

Tickets/information available from (telephone no.)
