



## Booking Form

Date Required:..... Time Required:.....  
Time of Event:.....

### Hirer Details:

Name of Hirer or Organisation:.....  
Contact Name *(if different from above)*:.....  
Contact Address:..... Post Code.....  
Contact Telephone Number (home)..... (mobile).....  
Email Address:.....

### The Event:

Event Title:.....  
Please provide a brief description of the event:.....  
Platform access time:..... Performance start time:..... Door Open Time.....  
Is the event: Commercial/ Charity/ Local/ Private *(please delete as appropriate)*  
Registered Charity number *(if applicable)*:.....  
Is the event ticketed: Yes/No If no, what are the ticket prices:.....  
Platform to sell tickets on your behalf: Yes/No Tickets on sale date:.....

Will you require any of the following: *(please delete as appropriate)*

Bar / Backstage area / Dressing Rooms / Outside areas / Box Office  
Equipment: Lighting / Sound System  
Staff: Technician / Stewards / Bar Staff

Please indicate the set up you require:

Cabaret (250) / Theatre (350) / Standing (900) / Other:.....

### Publicity Information:

Do you require free publicity in our bi-annual brochure: Yes/No  
*(If yes, please supply a high resolution colour photo and brief biography and description of event)*

### Your Production:

How many authorised persons are involved with the production:  
Performers:..... Stage Staff:..... Musicians:..... Other Persons:.....

Please indicate if you have any special requirements or any further information you believe we should be aware of:.....  
.....  
.....  
.....  
.....  
.....

Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party Risks (including product liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council’s Risk and Insurance Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

**Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.**

All documentation must be produced, available for inspection, 28 days prior to the commencement of the event and must be available for inspection at any time during the event.

Please complete and return this booking form within 14 days to ensure that your provisional booking is confirmed. A 10% deposit will be required to secure your booking.

Please see separate sheet for booking Terms and Conditions

I have read, fully understand and agree to the terms and conditions and rates of hire

Signed:..... Name: *(Block Capitals Please)*.....  
Date:.....

Please return this booking form to:  
The Platform, Station Buildings, Marine Road Central, Morecambe, LA4 4DB  
Or email it to: [platform@lancaster.gov.uk](mailto:platform@lancaster.gov.uk)

Office Use Only:  
Date Booking Form Received:..... Contract Sent: Y/N  
Deposit Requested: Y/N Date:..... Balance Requested: Y/N Date:.....