

The Stage: booking form

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| Your name or name of your organisation: | |
| Address: | |
| Telephone number(s): | Email address: |
| What do you intend to use The Stage for? | |
| Expected number of participants, including any staff and volunteers: | |
| Date you require The Stage: | Start and end times, e.g. 10.00-12.00: |
| If for a regular booking, on which day(s) of the week: First date: Last date (if known): | |
| Who will be in charge during your hire of The Stage? | |
| Name: | Position held: |
| In case we need to contact the person in charge, please provide a mobile phone number on which he or she may be contacted on the day: | |

Terms: Hirers will be invoiced at the end of each month to show whether payment has been made or is due. Due payment should be made within 14 days of the date of invoice. Other payment arrangements and discounts are solely at the discretion of the Trustees. The minimum hire period is two hours. Portions of one hour will be charged as one hour. 50% of the fee may be retained if the booking is cancelled 7 or more days before the booked date, and 100% if the cancellation is made less than 7 days before the booked date.

| Hire rate | First hour | Each subsequent hour |
|-----------------------------------------------|------------|----------------------|
| Between 1 September 2020 and 31 December 2020 | No charge | No charge |

I have read and accept The Stage's Terms & Conditions of Hire.

Signed: (person signing must be over 18)

Date:

Please scan and return your completed form to our Booking Manager at info@stagenorwich.org.uk, who will contact you to confirm the hire.

We hope that you enjoy your visit to The Stage and will tell others about our venue. We welcome feedback to help us improve our service. Thank you.

Office use. Rate Type of hire Date form rec'd Hire confirmed?