

Please note: Dates will only be reserved for 14 days. If a booking form is not received, The booking will be cancelled.



**T H E
FESTIVAL
HALL
P E T E R S F I E L D**

Invoice No.

Event:		Organisation:	
Name of applicant:		Invoice Address if different.	
Address		Address:	
Post Code:		Post Code:	
Tel:		Tel:	
Mobile:		Mobile:	
Email Address:		Email Address:	
		Date's Required	Time From
FESTIVAL HALL	Mon:		
	Tues:		
	Wed:		
	Thurs:		
	Fri:		
	Sat:		
	Sun:		
ROSE ROOM	Mon:		
	Tues:		
	Wed:		
	Thurs:		
	Fri:		
	Sat:		
	Sun:		
GREEN ROOM			
MEETING ROOM			
COUNCIL CHAMBER			

Office Use Only:

Non Commercial:

Commercial:

Entered on booking system:

Pre Invoice Check:

Deposit:

Public Liability:

	YES	NO
Would you like to use the 60in LED display Panel / TV?		
Would you like use of the projector and screen? (Rose Room)		
Would you like use of the projector and screen? (Council Chamber)		
Would you like use of the Cinema projector(Festival Hall only)		
Would you like use of the Cinema screen? (Festival Hall only)		
Do you wish to hire crockery?(if yes, please see separate form)		
Do you hold public liability insurance cover to a minimum of £5M		
Do you wish to hire the portable dance floor? (Rose Room only)		
Will live music be performed?		
Will recorded music be used?		

For Public Events Only:

Would you like your event to be advertised on the Festival Hall Website		
Tickets are available from:	Priced:	
Dates and times of performances:		

I hereby acknowledge receipt of a copy of the hiring regulations, agree to the hiring conditions and undertake to ensure to the best of my ability that all persons involved in this booking are aware of and comply with these regulations.

Signed.....

Date.....