

The Stage: booking form

Your name, or name of your organisation:	
For new bookings we may require references and further information	
Address:	
Post code:	
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:
If for a regular weekly or monthly booking, on which day(s) of the week: First date: Last date:	Start and end times:
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 at which he or she may be contacted on the day:	

Terms: payment is normally due in full in advance by cash, cheque or bank transfer. Other payment arrangements are at the discretion of the trustees.

Booking fees	First hour	Subsequent hours
Introductory rate	£10.00	£5.00

The minimum hire period is two hours. Portions of one hour will be charged as one hour. 50% of the fee will be retained if the booking is cancelled 7 or more days before the earliest booked date and 100% if the cancellation is made less than 7 days before the earliest booked date.

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

Signed: (person signing must be over 18) Date:

Please return this form to the booking manager, 50 Sussex Street, Norwich, NR3 3DE. Please retain the conditions of hire for your own information. We will contact you to confirm the hire and payment arrangements.

We hope you enjoy your visit to The Stage. We would be grateful if before you leave you could sign the visitors' book, leave comments and/or complete a feedback form. These will help us to improve our service. Thank you.

Office use: Agreed rate

Date received