

OVERVIEW					
EVENT TITLE:					
EVENT DATE:					
TIMES OF EVENT:	START		FINISH		FULL DAY
TIME ACCESS NEEDED TO CATHEDRAL: (FOR REHEARSAL / SETUP)		ROOM REQUIRED FOR CHANGING OR STORING OF BELONGINGS:		Yes	No

DESCRIPTION OF EVENT AND YOUR GROUP: (EG: CHOIR, STRING QUARTET, CRAFT FAIR, MEETING.)			
EVENT LOCATION	CATHEDRAL	HALL	BOTH

CONTACT DETAILS		
CONTACT NAME:		
CONTACT ORG:		
TELEPHONE:		MOBILE:
EMAIL:		
SECONDARY CONTACT:		
MOBILE:		
PERMISSION TO USE YOUR DATA FOR THE BENEFIT OF THE EVENT BOOKING	Yes	No

ADDITIONAL INSURANCE REQUIRED:	Yes	No
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CATHEDRAL CONTACT:	
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GENERAL DETAILS					
NUMBER OF VISITORS EXPECTED:			NUMBER OF PERFORMERS ATTENDING:		
CATHEDRAL WELCOME / OPENING PRAYER:			ACCESSIBLE ACCESS REQUIRED:	Yes	No
SET UP STYLE:	Meeting	Theatre	Cabaret / Cafe	Circle of Chairs	Open / No Chairs

STEWARDS:	Yes – Own	No	ADDITIONAL VOLUNTEERS:	Yes – Own	No
	Yes – Cathedral			Yes - Cathedral	
TICKETED EVENT	Yes	No	CATHEDRAL OR HIRER TO SELL TICKETS:	Cathedral	Hirer
PA SYSTEM REQ:	Yes	No	LIVE-STREAMING REQ:	Yes	No
USE OF PIANO/ORGAN	PIANO		ORGAN		NEITHER

ADDITIONAL FURNITURE REARRANGEMENT REQ. EG: TABLES FOR BOX OFFICE, RAFFLE, SELLING OF MERCH.	Yes		No	
NUMBER OF TABLES REQ;	SQUARE 2FT X 2FT		RECTANGLE 5FT X 2FT	

FOOD AND DRINK			
REFRESHMENTS PROVIDED REQ AND PROVIDED BY:	NOT REQUIRED	CATHEDRAL	HIRER
TYPE OF DRINKS REQ:	TEA/COFFEE		ALCOHOL (LICENCE TO SELL TO OBTAINED BY HIRER)
TYPE OF FOOD REQ:	BISCUITS	CAKES	FINGER FOOD BUFFET

A deposit of 25% of the fee will be required on booking. If the booking is cancelled by the Hirer, in writing at least two weeks prior to the date of hire, then the deposit may be returned. The full fee is payable on or prior to, the day of hire, or, if agreed, within 14 days of receipt of an invoice from Newport Cathedral.

SIGNATURE:

DATE:

Please also refer to the Terms & Conditions sent with this form. Please sign and return with this booking form.