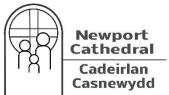


## **Events Booking Form 2023/24**

OVERVIEW									
EVENT TITL									
EVENT DAT									
TIMES OF EVENT:		START			FINISH		FULL DAY		
TIME ACCESS NEEDED TO CATHEDRAL: (FOR REHEARSAL / SETUP)				CHA STO	REQUIRED FOR INGING OR DRING OF IONGINGS:	Yes	No		
DESCRIPTION OF EVENT AND YOUR GROUP: (EG: CHOIR, STRING QUARTET, CRAFT FAIR, MEETING.)									
EVENT LOCATION		CATH	EDRAL		HALL	BOTH			
CONTACT DETAILS									
CONTACT NAME:									
CONTACT ORG:									
TELEPHONE:			1	MOBILE:					
EMAIL:			·						
SECONDARY CONTACT:									
MOBILE:									
PERMISSION TO FOR THE BENEF BOO			Yes		No	No			
ADDITIONAL IN	•	,	Yes		No				
CATHEDRAL CONTACT:									



## **Events Booking Form 2023/24**

**SIGNIATURE:** 

DATE:

I I	Silewy	10.5 SW291-11.									
				GENER/	AL DEI						
NUMBER OF VISITORS EXPECTED:						NUMBER OF PERFORMERS ATTENDING:					
CATHEDRAL WELCOME / OPENING PRAYER:					AC	ACCESSIBLE ACCESS REQUIRED: Yes			No		
SET UP STYLE:		Meeting		Theatre		Cabaret / Cafe		Circle of Chairs			Open / No Chairs
STEWARDS:	Yes – Own					ADDITIONAL VOLUNTEERS:		Yes – Own			No
	Yes -	Yes – Cathedral						Yes - Cathedral			
TICKETED EVENT	Yes			No OR I		HED HIREF TICK		O Cathedr		al Hirer	
PA SYSTEM REQ:		Yes		No S		LIVE- STREAMING REQ:		Yes			No
USE OF PIANO/ORGAN			PIANO ORG			ORG	AN NEITHER				
ADDITIONAL FURNITURE REARRANGEMENT REQ. EG: TABLES FOR BOX OFFICE, RAFFLE, SELLING OF MERCH.			Yes						No		
NUMBER OF TABLES REQ;		SQUARI 2FT X 2F						CTANGLE FT X 2FT			
FOOD AND DRINK											
REFRESHMENTS PROVIDED REQ AND PROVIDED BY:		NOT REQUIRED			D CATHEDRA		.L	HIRER			
TYPE OF DRINKS REQ:			TEA/COFFEE			E				(LICENCE TO SELL TO INED BY HIRER)	
TYPE OF FOOD REQ:			ВІ	BISCUITS CAKES			S	FINGER FOOD BUFFET			
eposit of 25% of the fee will be required on booking. If the booking is											

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

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.