

Please check the details entered on this form, then sign and return it, along with your payment and deposit, to the Booking Secretary at the address below, at least 14 days before the event.

**Bookings Secretary**  
Wellington Arts Centre  
Eight Acre Lane  
Wellington  
Somerset  
TA21 8PS  
Email: [bookings@w-a-a.co.uk](mailto:bookings@w-a-a.co.uk)  
Telephone: 01823667774

**\* - Denotes fields are required**

Contact Info	
<b>Hirer's Name or Organisation*</b>	
<b>Sponsors Name*</b>	
<b>Email*</b>	
<b>Contact Number*</b>	
<b>Address*</b>	
<b>Event Info</b>	
<b>Event Title*</b>	
<b>Start Date of Event*</b> (DD/MM/YYYY)	
<b>Start Time of Event*</b> (HH:MM) Include setup time	
<b>End Date of Event*</b> (DD/MM/YYYY)	
<b>End Time of Event*</b> (HH:MM) Include clearing time	

<p align="center"><b>Event Details*</b></p> <p align="center"><i>Provide a description of the event</i></p>	
<p align="center"><b>Number of People Attending the Event*</b></p> <p align="center"><i>Max. = 120</i></p>	
<p align="center"><b>Use of Facilities *</b></p>	<input type="checkbox"/> Bar <input type="checkbox"/> Basic Sound and Lighting <input type="checkbox"/> Dressing Rooms <input type="checkbox"/> Additional Setup Requirements
<p align="center"><b>Additional Setup Requirements</b></p>	
<p align="center"><b>Proposed Commercial Terms*</b></p>	<input type="checkbox"/> Charity Event <input type="checkbox"/> Hirer retains box office but is charged a hire fee <input type="checkbox"/> Hirer splits box office with WAA
<p align="center"><b>Proposed Box Office Vendor*</b></p>	<input type="checkbox"/> WAA <input type="checkbox"/> Hirer
<p align="center"><b>Proposed Marketing *</b></p>	<input type="checkbox"/> Hirer will market event <input type="checkbox"/> WAA will market event (with Hirers material) <input type="checkbox"/> WAA will market event (material required to be designed by WAA)
<p align="center"><b>Proposed FOH Stewards*</b></p>	<input type="checkbox"/> Hirer to provide <input type="checkbox"/> WAA to provide
<p align="center"><b>Proposed Lighting Technician for event *</b></p>	<input type="checkbox"/> Hirer to provide <input type="checkbox"/> WAA to provide <input type="checkbox"/> N/A
<p align="center"><b>Proposed Sound Technician for event *</b></p>	<input type="checkbox"/> Hirer to provide <input type="checkbox"/> WAA to provide <input type="checkbox"/> N/A

<b>Proposed AV Technician for event *</b>	<input type="checkbox"/> Hirer to provide <input type="checkbox"/> WAA to provide <input type="checkbox"/> N/A
<b>Declaration</b>	<input type="checkbox"/> I have read and agree to be bound by the Health & Safety Requirements and Emergency Action Procedure (WAA FM1, WAA HS4). I also understand the <b>booking is not secured</b> until quote confirmed by the booking secretary and <b>payment received in full.</b>
<b>Sign</b>	
<b>Print Name</b>	
<b>Date</b> (DD/MM/YYYY)	