



# Haslemere Hall

Bridge Road  
Haslemere  
Surrey  
GU27 2AS

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www.haslemerehall.com

## BOOKING FORM

<b>Name of hirer/organisation:</b>			
Name of Person(s) Booking:			
Address:			
Tel. Daytime:	Evening:	Mobile:	Email:
Date: (from)		(to)	
Rooms Required:	Main Hall Yes / No	Annexe Yes / No	Dressing Rooms Yes / No Kitchen Yes / No
Type of function:			
Title of Function:			
Function time: (from)		(to)	
Venue access: (from)		(to)	
Rehearsal details:			
Seating Required:	Theatre Style (Seated)	Standing	Theatre-in-the-round (delete as applicable)
Ticket Prices:	Stalls £	Tiered Stalls £	Balcony £ Date tickets go on sale: _____
Concessions:			
Stage Lighting:	Yes / No	Dates	Follow Spot Yes / No Dates
Technical Staff	Yes / No	Dates (any event using stage lighting, sound or electrical equipment must have a Technician in attendance)	
Piano:	Rehearsals Yes / No	Performance Yes / No	
Orchestra Pit:	Yes / No	Date required	Stage Extension: Yes / No Date
Orchestra Lights:	Yes / No	Date required	
Advertising:	Posters Provided	Yes / No	Leaflets: Yes / No Quantity
Front of House Staff:	Provided by Hirer	Yes / No	Number of Staff
Will the performance be recorded:	Yes / No	Video Room Required:	Yes / No Date _____
Has permission been granted for recording	Yes / No		
Until the booking form is accepted the dates are not confirmed, please do not make any arrangements until a date has been agreed and the booking form accepted.			
I/We have read and accepted the <b>conditions of hire</b> (Hirer's signature):			
Print name:		Date:	
Signed on behalf of Haslemere Hall		Date:	

For Haslemere Hall use only	
<b>Databox</b> Plan      Price Code      Entered	<b>Website</b> Updated