



TRINITY THEATRE BOOKING FORM

The Grove
Cowes
Isle of Wight
PO31 7QR
Tel: 01983 295229
www.caods.org.uk

Please return within 14 days otherwise the booking will be cancelled.

Details of Hirer

Name of Organisation	
Name of Contact	
Position in Organisation	
Contact Telephone Numbers	
Home -	
Work -	
Mobile -	
Email Address	
Postal Address	

Details of Hire Dates and Facilities Required.

Dates	Times of Hire	Private or Public (Delete as appropriate)	Purpose of Hire*	Indicate which facilities are required				
				Auditorium & Stage	Clubroom	Dressing Rooms	Stage Lighting	Sound Systems
		Private/ Public						
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Event Details (to be completed for performances only)

State Title of Event		
Starting time of Event		
Approximate time of interval		
Approximate finishing time		
Is the work covered by Copyright? If applicable	Yes/No	
Will admission fees be charged? If applicable	Yes/No If yes indicate prices. Full Price £..... Concessions £.....	
Tickets for seats will be	Reserved/Unreserved.	
How many staff are you able to provide?	Ushers	
	Box Office	

Please refer to *Notes on Hiring Trinity Theatre* about these roles.

Please note that for any hire requiring the stage, lighting or sound, a technical requirements questionnaire must be completed.

Contract Details

Basic Charges	
Estimate of Additional Charges	
Non returnable deposit (25% of Total Charge (Minimum £50.00) is required with each booking.cheques made payable to CAODS)	

I have received and read the following documents:

- Conditions of Hire
- Notes on Hiring Trinity Theatre.
- Technical Questionnaire.
- Trinity Theatre Hire Charges.

I have read all these documents and AGREE to abide by them and have public liability insurance.

	HIRER	CAODS
Signed:		
Name (Printed)		
Date:		