

ARTS AND ENTERTAINMENT DIVISION HIRING APPLICATION FORM

Please direct all enquiries to:

General Manager

The King's Lynn Corn Exchange, Tuesday Market Place,
King's Lynn, Norfolk PE30 1JW

Tel: (01553) 765565

Fax: 01553) 762141



Forward completed form to the above retaining white copy for your records. Acceptance of booking will be returned to you.

Organiser:

Telephone: Fax:

E-mail:

Address: _____

 _____ Post Code: _____

Please indicate which venue you wish to hire:

Title of Event as will appear on tickets:

Flat Floor Seated

Date of Event: Date of rehearsals: Start Time:
 (if different from date of event)

Date you would like the event to go on sale:

Open to Public or Private Public Private

If Public; will a charge be made: Yes No How much will the charge be:

Please give as much detail on pricing as possible inc concessions, different price bands, etc: _____

Times Required Morning Session Afternoon Session Evening Session
 (Flat Floor Events Only) 0700 - 1400 1300 - 1800 1800 - 2400

A Technical Specification is enclosed. Please indicate your initial requirements below. (This may be amended at a later date): _____

A deposit of £100.00 is required in order to secure the booking . Please enclose with this form.

I apply to hire the venue as indicated above. I have read the Conditions and Regulations of Hiring and agree to abide by them.

Signed: _____ Print Name: _____

On behalf of: _____ Date: _____

Hiring accepted on behalf of Borough Council of King's Lynn and West Norfolk

Signed: _____ Print Name: _____ Date: _____

For Admin. Only

Application Received	Acceptance Returned	Dep Rec'd	Ins. Cert. Rec'd	Final Invoice Raised
		£		

