



THORNS

COLLEGIATE ACADEMY

01384 816225

Asouthall@thorns-s.dudley.sch.uk

Thorns Collegiate Academy, Stockwell Ave, Quarry Bank,
Brierley Hill DY5 2NU

Hardwicke Theatre Booking Form

Name of hirer (leader of organisation)	
Name of organisation	
Billing address	
Postcode	
Email	

Insurance	Have you provided a copy of organisation's insurance?	Yes / No
PPL licence	Is a copy of your organisation's PPL licence attached?	Yes / No
Alcohol	Does the hirer intend to sell alcohol on site?	Yes / No

Additional Booking Information and Technical Requests

Room / Resource	Event	Date	Start time	Finish time	No. of hours	Price per hour	Audience present	Total cost

Total cost (ex VAT)	
Total cost (inc VAT charge at 20%)	
Non-refundable 15% deposit and refundable £100 booking conformation fee	
Remainder to pay before event	

Music / Media Used in Performance

Title	Artist

Alcohol Licence Information

Forename	Surname	Address	Phone Number
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Deposit and booking fee payment date (if applicable)	/ /
Full payment date	/ /

If all Information is correct, please confirm your booking by sign and dating the form and returning it to **Asouthall@thorns-s.dudley.sch.uk** at your convenience and please also attach any necessary documents Via Email or Post (**Addressed to Theatre Manager**)

Print Name		Signature		Date	
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