**BRIDGE HOUSE THEATRE AND WARWICK HALL BOOKING FORM – 2016-2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CONTACT INFORMATION | | | | | | | | | | | | | | | |
| **Name of booker:** | | | | Click here to enter text. | | | | | **Position:** | | | | Click here to enter text. | | |
| **Full name an legal status of Company / Group / Organisation:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Address:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Telephone number:** | | | | Click here to enter text. | | | | | | | | | | | |
| **E-mail:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Recharges authorised by:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Responsible person**  (Should be present and available during  the event in case of an emergency) | | | | **Name:** | Click here to enter text. | | | | | | | | | | |
| **Mobile tel:** | Click here to enter text. | | | | | | | | | | |
| EVENT INFORMATION | | | | | | | | | | | | | | | |
| **Event name(s):** | | | | Click here to enter text. | | | | | | | | | | | |
| **Date(s) required:** | | | | Click here to enter text. | | | | | | | | | | | |
| **VENUE & ROOMS REQUIRED** | | | | **ACCESS TIMES REQUIRED**  (from / to) | | | | | | | **(CAPACITY)** | | | | |
| AUDIENCE | | | | ON STAGE / PERFORMERS |
| **BHT Auditorium** | | | | Click here to enter text. | | | | | | | **303** | | | | **90** |
| **BHT Dressing Room 1** | | | | Click here to enter text. | | | | | | | **N/A** | | | | **15**  **(included in total)** |
| **BHT Dressing Room 2** | | | | Click here to enter text. | | | | | | | **N/A** | | | | **15**  **(included in total)** |
| **Bridge House Theatre Foyer** | | | | Click here to enter text. | | | | | | | **240** | | | | **N/A** |
| **Warwick Hall** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **120** |
| **Studio Theatre** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **N/A** |
| **Drama Studio** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **N/A** |
| **Warwick Hall Foyer** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **N/A** |
| **Warwick Hall Kitchen** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **N/A** |
| **Seminar Room** | | | | Click here to enter text. | | | | | | | **tbc** | | | | **N/A** |
| **Science Lecture Theatre** | | | | Click here to enter text. | | | | | | | **120** | | | | **14** |
| **Other venue on**  **Warwick School site**  (please specify) | | | | Click here to enter text. | | | | | | | | | | | |
| **RUNNING TIMES** | | | | | | | | | | | | | | | |
| **Doors:** | Click here to enter text. | | **Start:** | Click here to enter text. | | **Interval:** | Click here to enter text. | | | **Finish:** | | | | Click here to enter text. | |
| **Expected Audience Attendance:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Total Cast Numbers:** | | Click here to enter text. | | **Number of Cast Under The Age Of 18:** | | | | Click here to enter text. | | | | | | | |
| **Duty Manager Required:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Bar Required?** | | | | Click here to enter text. | | | | | | | | | | | |
| **Raffle / Collection:** | | | | Click here to enter text. | | | | | | | | | | | |
| Display Board In Foyer: | | | | Click here to enter text. | | | | | | | | | | | |
| Merchandise / Signing: | | | | Click here to enter text. | | | | | | | | | | | |
| Drinks Reception: | | | | Click here to enter text. | | | | | | | | | | | |
| Programmes: | | | | Click here to enter text. | | | | | | Price: | | | | Click here to enter text. | |
| Backstage Requirements: | | | | Click here to enter text. | | | | | | | | | | | |
| Risk assessment Required: | | | | Click here to enter text. | | | | | | | | | | | |
| TECHNICAL DETAILS | | | | | | | | | | | | | | | |
| **Technical / AV / Equipment Contact:** | | | | **Name:** | | | Click here to enter text. | | | | | | | | |
| **Tel:** | | | Click here to enter text. | | | | | | | | |
| **E-mail:** | | | Click here to enter text. | | | | | | | | |
| **Equipment required:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Special layout of auditorium:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Detail of seats to be held off sale:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Details of any effects:** | | | | Click here to enter text. | | | | | | | | | | | |
| **Photography / Filming** (details of any consent required or obtained**):** | | | | Click here to enter text. | | | | | | | | | | | |
| **Car parking requirements:** | | | | Click here to enter text. | | | | | | | | | | | |
| **TICKETING ARRANGEMENTS (PLEASE ALSO COMPLETE THE TICKETING DRAFT FORM)** | | | | | | | | | | | | | | | |
| **On sale date** | | | |  | | | | | | | | | | | |
| **Ticket Prices** | | | | **AREA** | | | **FULL PRICE** | | | | | **CONCS** | | | |
| **STALLS:**  **BALCONY:**  **RESTRICTED VIEW:** | | | Click here to enter text. | | | | | Click here to enter text. | | | |
| **Details of concessions**  Click here to enter text. | | | | | | | | | | | |
| **Name of event to appear on ticket** | | | | **(50 characters)**  Click here to enter text. | | | | | | | | | | | |
| **Tag Line on ticket** | | | | **(50 characters)**  Click here to enter text. | | | | | | | | | | | |
| **Seats held off** (technical or seated performers) | | | | Click here to enter text. | | | | | | | | | | | |
| **Guest seats** | | | | Click here to enter text. | | | | | | | | | | | |
| **Agency tickets** | | | | Click here to enter text. | | | | | | | | | | | |

Example ticket

The John Smith Theatre Company Present

The Example Event –fantastic entertainment

**Thu 1 Jan 2020 7.30pm**

**Bridge House Theatre**

DOOR B STALLS A1

**Bridge House Theatre**

Warwick School – Myton Road – Warwick – CV34 6PP - UK

STALLS A1

1 Jan 2020

7.30pm

**Tel: 01926 776438** Your customer’s name and reference number