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

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| --- |
| 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