



1a Forum Buildings, St James's Parade, Bath BA1 1UG Tel 01225 443114 Fax 01225 460651 www.bathforum.co.uk

Room Hire Booking Form.

- In order to confirm your booking, you need to complete this Booking Form and return it to us.
- You also need to complete the Setup sheet overleaf to let us know how you want things to be set up.
- Please read the General Risk Assessment at the end of our Terms and Conditions booklet and inform us of any additional risks relating to your event using the form below or your own.
- We will then send you an invoice for the deposit (£700 for the Auditorium, £200 for the Ballroom). If the event is less than 42 days away, we will invoice you for the whole amount in one invoice.
- Your booking is secured when we receive payment of this invoice.
- Please note your responsibilities under the Hire contract. In particular the provision of adequate stewarding & first aid cover and compliance with copyright and child protection best practise.

Name of Event:

Chargeable items requested:

Organisation & address:

Auditorium, Date(s):

Auditorium setup Date(s):

Ballroom & Upper Foyer, Times & Date(s):

Telephone number:

Auditorium Semi Permanent stage changed Y / N

Non-fixed seating at front of Auditorium Y / N

Email address:

Other rooms. Please specify room, time (s) and date (s):

I WISH TO BOOK THE ITEMS LISTED ABOVE.
I AGREE TO ABIDE BY THE TERMS AND CONDITIONS SET OUT IN THE TERMS AND CONDITIONS OF HIRE BOOKLET
I HAVE READ THE FORUM'S RISK ASSESSMENT AND INFORMED THE FORUM OF ANY ADDITIONAL RISKS.

Signed: Date:

Print Name:

If your event will involve the use of music that is in copyright and is not covered by any other license agreement then Performing Right Society fees will be due & will be invoiced separately (please see T&C 3.1). If your event **DOES NOT** involve the use of music that is in copyright and not covered by other license agreement, please confirm by signing below.

I CONFIRM THAT THE EVENT NAMED ABOVE WILL **NOT** CONTAIN ANY MUSIC FOR WHICH PRS FEES ARE DUE

Signed: Date:

Print Name:

Event Specific Risk Assessment.

Please note here if continuation sheets used:

Hazard	Who might be harmed?	Level of risk (low/medium/high)	Impact of Risk (minor/major injury/death)	Precautions in place





Room Setup

Auditorium - by default, the semi-permanent stage is at full height , stage is clear and the non-fixed seating is AWAY	
At what time is:	Access required:
	Event start:
	Event finish:
	Building clear by:
Please specify any requirement for flipchart, whiteboard, OHP, data projector or lectern:	
Requirement for in house sound equipment?	Do you require use of the balcony? (affects stewarding, lighting and sound) Y / N
Requirement for in-house lighting equipment?	Do you require the semi permanent stage to be adjusted? (cost £500) Y / N
	Do you require extra non-fixed stalls seating to be out? (cost £100) Y / N
	(up to 139 in addition to 730 fixed seats)
	Do you require use of our stage risers? (12 off 2m x 1m risers @ 200mm, 400mm or 600mm) Please provide diagram.

Lower Foyer - by default, the lower foyer is CLEAR with small tables and chairs at edges
Please describe any seating & table requirement / provide diagram.

Ballroom - by default, the ballroom is CLEAR apart from tables and chairs stacked at kitchen end.	
At what time is:	Access required:
	Event start:
	Event finish:
	Building clear by:
Please specify any requirement for flipchart, whiteboard, OHP, data projector or lectern:	
	Do you require use of handheld radio microphone? Y / N
	Please describe any seating & table requirement / provide diagram.

Upper Foyer - by default, the upper foyer has 3 round tables with chairs around them
Please describe any seating & table requirement / provide diagram.

Upper Seminar Room - by default, the upper seminar room is CLEAR	
Access times	From: _____ To: _____
Please describe any seating & table requirement / provide diagram.	
Please specify any requirement for flipchart, whiteboard, OHP, data projector or lectern:	

Lower Seminar Room - by default, the lower seminar room has upholstered seating and boardroom table out	
Access times	From: _____ To: _____
Please describe any seating & table requirement / provide diagram.	
Please specify any requirement for flipchart, whiteboard, OHP, data projector or lectern:	

Somerset St Room - by default, the Somerset St room is CLEAR	
Access times	From: _____ To: _____
Please describe any seating & table requirement / provide diagram.	
Please specify any requirement for flipchart, whiteboard, OHP, data projector or lectern:	

Any other requirements?