

CLAYGATE VILLAGE HALL ASSOCIATION STAGE BOOKING FORM
HIRE OF THE STAGE & SURROUNDING AREA FOR THEATRICAL
AND ENTERTAINMENT EVENTS.

Please complete and return to the Lettings Manager, Claygate Village Hall, Church Road,
Claygate KT10 0JP **at least four weeks** prior to the performance(s)

Name of Group:
Date(s) of Performance(s):

Name of Stage Manager:	
Contact details:	
Telephone No:	Email address:

Name of Person responsible for Health & Safety compliance and Emergency Evacuation of the building:	
Contact details:	
Telephone No:	Email address:

Title of Play/Production with brief description:

Stage Plan: (including position of stage extensions/rostra if required) Use back of form for details if required
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Alterations to existing stage lighting: Use back of form for details if required.
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Description of Seating Plan (including number of rows and layout)
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I agree to abide by Claygate Village Hall Association's terms and conditions of hire.

Please sign and return to the Lettings Manager. Retain a copy of this document and ensure it is available to your members.

Signature:

Date:

Name printed:

Position held:.....

Address:

.....

Telephone no:

Email address:.....