

*The Gate...a modern, multi-functional arts centre*

## SECTION ONE - BASIC DETAILS

Have you booked with us before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, how did you hear about us?		
Are you happy to receive e-mail updates about our events?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Date of Event		
Event Name		
Event Description		
Room Required	<input type="checkbox"/> Theatre	<input type="checkbox"/> Dance Studio
	<input type="checkbox"/> Galley	<input type="checkbox"/> Studio 3
	<input type="checkbox"/> Café bar	
Get in time - Set-up		
Time the Public Arrive		
Event Start Time		
Break Time/s		
End Time - Include Set-down		
Company Name		
Brief Description of Company		
Contact Name		
Position Held		
Contact Tel No	Mobile:	Landline:
Contact E-mail Address		
Postal Address		

**NOTE:** All prices include VAT

*The Gate...a modern, multi-functional arts centre*

<b>SECTION TWO - SET UP &amp; EQUIPMENT</b>		Nothing Required <input type="checkbox"/>
Expected Attendance		
No of chairs required	YES / NO	If yes, how many?
Any people with disabilities		
As above, any special requirements?		
Room Layout - Chairs	<input type="checkbox"/> Rows <input type="checkbox"/> Circle <input type="checkbox"/> Boardroom <input type="checkbox"/> Cabaret	
Tables Required & Amount	<input type="checkbox"/> 6ft Trestle <input type="checkbox"/> 4ft Trestle <input type="checkbox"/> 4ft Circular	
How many people per table?		
Table Layout – <b>See Page 4</b>		
Flip Charts & Pens	YES / NO	If yes, how many?
Video Projector	YES / NO	If yes, how many?
Microphone	YES / NO	If yes, how many?
Mic Stands	YES / NO	If yes, how many?
Lectern	YES / NO	If yes, how many?
PA System (Small)	YES / NO	
DVD – Video (Theater only)	YES / NO	
Parking space for unloading	YES / NO	
Stage Lighting	YES / NO	
Additional Requirements		

**NOTE:** All prices include VAT

*The Gate...a modern, multi-functional arts centre*

## OPTIONAL EXTRAS

Tick if required

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Radio Mic (£12)                                    | <input type="checkbox"/> Grand Piano (£20)                                 | <input type="checkbox"/> Large PA System (£100) |
| <input type="checkbox"/> Sound & Light Technician (£15 per hour)            | How many hours?  |   |
| <input type="checkbox"/> Large Circular table 6' (£12.50 each)<br>How many? | <input type="checkbox"/> Large Circular table 5.5' (£10 each)<br>How many? |   |
| <input type="checkbox"/> Tablecloth 6ft (£3.50 each)<br>How many?           | <input type="checkbox"/> Tablecloth 4ft (£2.50 each)<br>How many?          |   |
| <input type="checkbox"/> Banqueting Roll (FREE)                             |  |   |

## SECTION THREE - REFRESHMENTS & CATERING

Nothing Required

Tea & Coffee Option- <b>See Menu</b>	OPTION .....	How many?	Time/s to be served?
Would you require a bar?	YES / NO		
Jugs of Waters on Tables?	YES / NO	If yes, how many?	
Mineral Water - Still	YES / NO	If yes, how many?	
Mineral Water - Sparkling	YES / NO	If yes, how many?	
Fruit Juice Jug	YES / NO	If yes, how many?	
Buffet Option- <b>See Menu</b>	OPTION .....	How many?	Time/s to be served?

## SECTION FOUR - PAYMENT DETAILS

Hire Fee inc VAT	Deposit of 25%	Food & Drink Total	Extra Equipment Total	Remaining Balance	Balance Due Date

For Office Use Only

Added to Hamster

Added to Spreadsheet

Invoice sent

*The Gate...a modern, multi-functional arts centre*

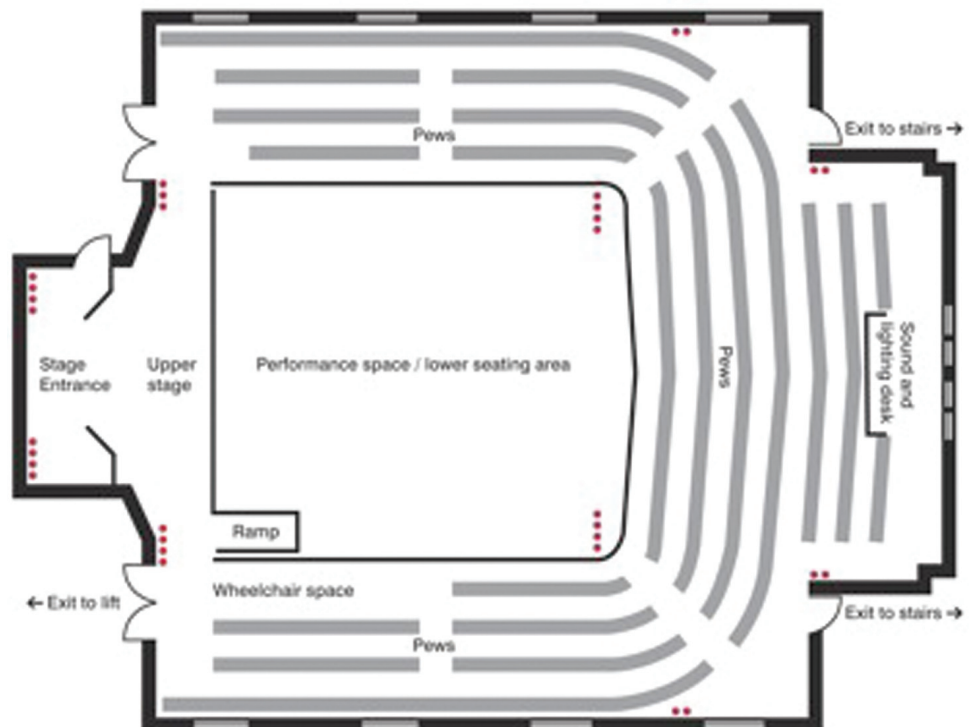
## ROOM LAYOUTS

We have the following equipment available in house:

Folding chairs	120	
4' Trestle Tables	10	Max capacity 6
6' Trestle Tables	10	Max capacity 8
4' Circular tables	10	Max capacity 8

## THEATRE

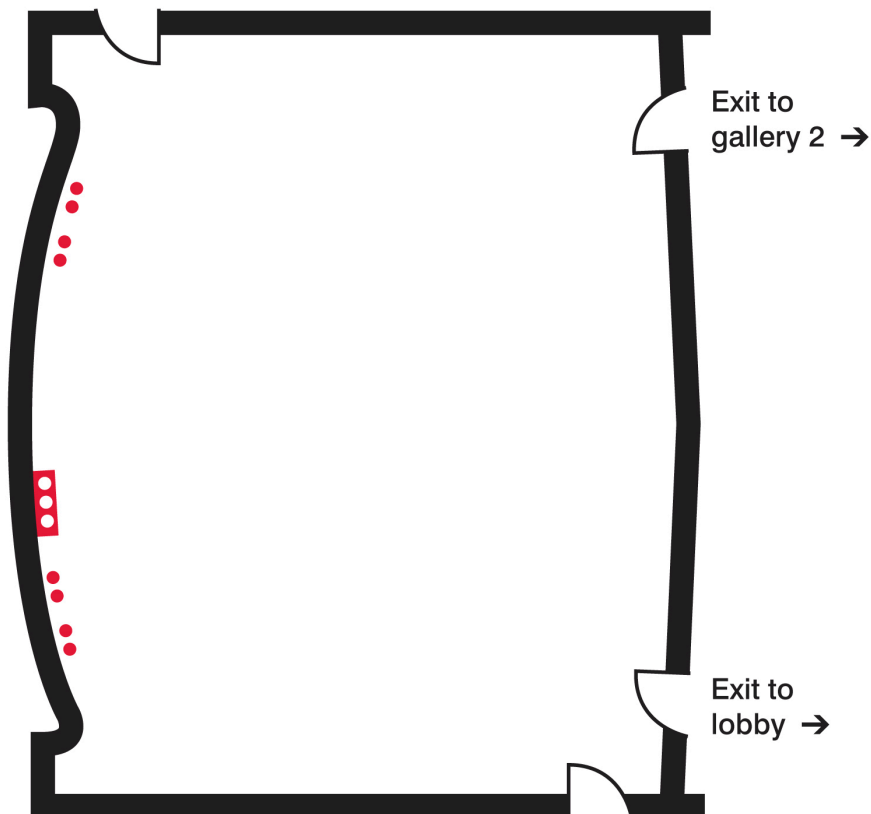
Please draw a diagram to indicate how you would like the tables laid out



*The Gate...a modern, multi-functional arts centre*

**DANCE STUDIO**

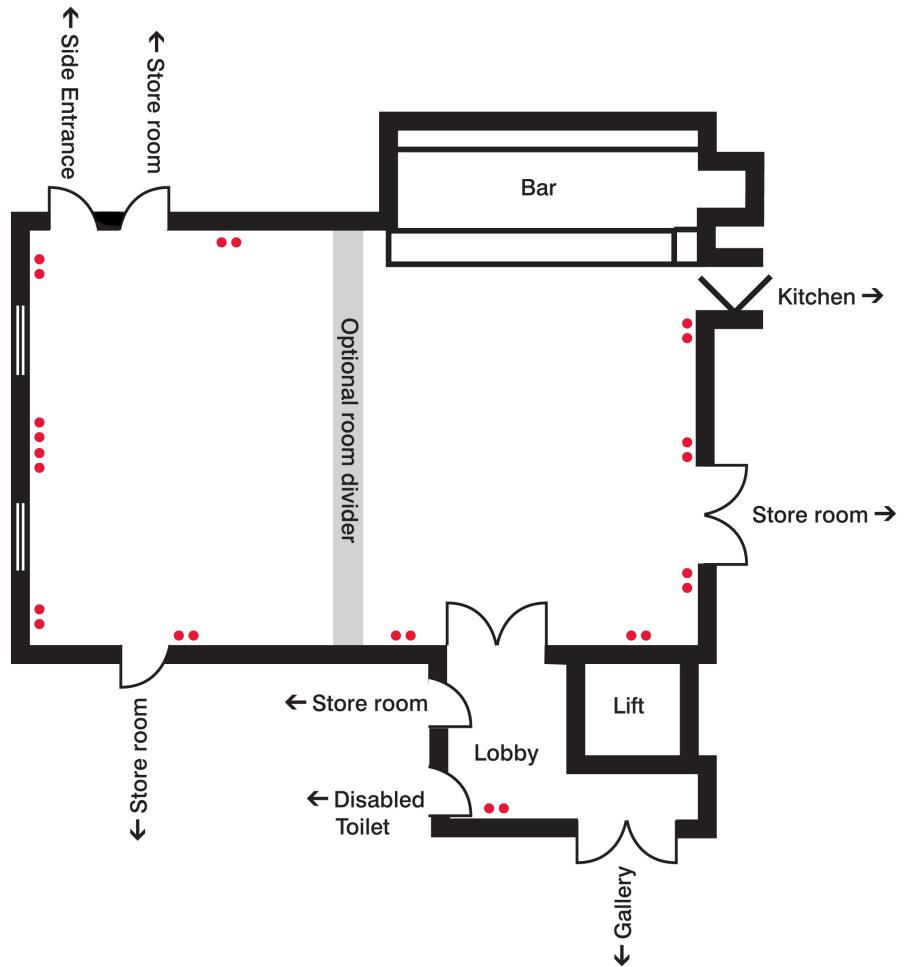
Please draw a diagram to indicate how you would like the tables laid out



*The Gate...a modern, multi-functional arts centre*

## CAFE BAR

Please draw a diagram to indicate how you would like the tables laid out



*The Gate...a modern, multi-functional arts centre*

**STUDIO 3**

Please draw a diagram to indicate how you would like the tables laid out

