

BOOKING FORM FOR LYME REGIS TOWN BAND

Please complete the attached form as fully as possible, retaining a copy for your organisation and returning a copy to secretary@lymeregistownband.co.uk

Details of Event

Event	
Date of Event	
Start Time	
Finish Time	
Location Address	
Location Postcode (for SatNav)	
Type of Concert required ie formal / Last Night of the Proms / Background Music etc.	
For how long will the band be required to play?	
With what intervals?	
Is the event public or private?	
Will other groups of performers be present?	

Details of Event Organiser

Name of Organiser/Main Contact	
Mobile Telephone No.	
Home Telephone No.	
Email address	

Outdoor Events

Is cover/shelter available from wind, rain, hot sun? Please provide details.	
Is there an alternative venue available in the event of adverse weather conditions?	
If so where is this located?	

Inclement weather cancellation	We need to be advised at the earliest opportunity if an event is cancelled particularly if the cancellation occurs on the day of the event so we can notify our band members in good time and save them a wasted journey to the venue.
General playing location (if held on a large outdoor site).	
Any other details?	
What will be provided	
Chairs - approximately 25 required	
Approximate playing space available?	
Warm up / changing /storage space available?	
Is performance area readily accessible? Stairs/lift?	
Access for equipment via.....?	
Parking for approximately 15 cars	
Refreshments available?	
Anything else of which you think we should be aware...	
Engagement Fee We have a standard engagement fee of £200 for two 45 minute sets with a half hour break in between. If an extended break is required there is additional charge of £50 per half hour in excess of the standard half hour break.	

Signed: _____ On behalf of _____