

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 details - we need to be advised as soon as possible if an event is cancelled.	<p>We require a non-returnable deposit of £50 on completion of our Engagement Form.</p> <p>In the event of a cancellation the following scale of charges will apply:</p> <p>Cancellation up to six weeks prior to the event - no fee is required</p> <p>From six weeks prior to the event, 20% of the appearance fee is payable, in addition to the £50 non-returnable deposit.</p> <p>From two weeks prior to the event 50% of the appearance fee is payable, in addition to the £50 non-returnable deposit.</p> <p>One week prior to the event 100% of the appearance fee is payable minus the £50 non-returnable deposit.</p>
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...	

Signed: _____ On behalf of _____