



Clifftown Studios: Theatre Hire Hire Request Form

Today's Date:		Enquiry Ref:	
Enquiry Taken By:		Event Ref:	
Client Details	Title:	Forename:	Surname:
	Tel:		Mobile:
	Company: (if applicable)		Job Title: (if applicable)
	Email:		
	Address:		
	Postcode:		
	Type of Organisation:		
	Where did you hear about us?		
Event Details	Event Type:		
	Start/End Date:	Times:	Total Hours:

	Event Title:
	Nature of Event: (Performance/Lecture etc)
	Expected Audience Numbers:
	Children attending: Yes/No
	Under 12's?
	Public Liability Insurance: Yes/No
	Amount: £
	Breakout Rooms Required: (if applicable) Number: Capacity: AV:
Technical Requirements	Technicians Required: Yes/No Number:
	Description of Technical Requirements:
	Seating Configuration Request: (End-On (High/Low Rake), Traverse, In-The-Round, Other)
Box Office	Box Office Service Required: Selling Tickets: Yes/No Sending company merchandise to mailing list: Yes/No
Foyer Bar	Foyer Bar Required: Yes/No Please note: The Foyer Bar will be staffed by East 15 staff All proceeds taken on the bar go to East 15 Acting School Only products already on the East 15 stock list can be sold from the bar For full details of the Clifftown Premises Licence please refer to the DPS (Teresa Zoers)

Any Other Information	
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The Clifftown Studios is a Grade II Listed Building and as such has limited access to the First Floor for disabled users. Please let us know in advance if any member of the party has special requirements or requires assisted access.

SIGNATURE:

(client)

DATE:

SIGNATURE:

(on behalf of East 15 Acting School) DATE:

PLEASE RETURN THIS BOOKING FORM TO:

**Teresa Zoers
Clifftown Studios and Theatre
Nelson Street
Southend-on-Sea
Essex SS1 1EF**

Email: tazoers@essex.ac.uk

Fax: 01702 328325