# **Booking** form

Thank you for your interest in booking Bradford Cathedral for an event

Please complete the form below and return it to events@bradfordcathedral.org

(If you are looking to film in the cathedral, please see the *filming consent form*)

Your Details

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact e-mail** |  |
| **Contact phone number** |  |

If the person to raise the invoice to is different to the above, please include their details below:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact e-mail** |  |
| **Contact phone number** |  |

If the main contact for the day is someone other than yourself, please include their details below:

|  |  |
| --- | --- |
| **Name** |  |
| **Contact e-mail** |  |
| **Contact phone number** |  |

Basic Details

|  |  |
| --- | --- |
| **Booking Title** |  |
| **Please give a brief description of your event** |  |
| **Who will be attending the event?** | **Public** |  | **Invite-only** |  |
| **Date (D/M/Y)** |  |
| **Booking start time** |  | **Doors open time** |  |
| **Booking end time** |  |
| **Do you require a rehearsal? (Yes/No)** |  | **If yes, please advise of times** |  |
| **What time willyou arrive on site?** |  | **What timewill you leave the site?** |  |
| **No. of Attendees** |  |
| **Ticketing:** | **Yes - allocated** |  | **Yes - unallocated** |  | **No** |  |

Venues

Please tick the spaces you would like to use and, where applicable, your estimated capacity. If you require a green room please add ‘GR’ to the space you’d like to use for this purpose

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cathedral Nave (max. 600)** |  | **Chapter House(max. 20)** |  | **de Lacy Centre (max. 50)** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kitchen** |  | **Outdoor Space** |  | **Other****(Please describe)** |  |

More about your event

Further Details

Please tick all those that apply to your event booking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **There will be live music (e.g. a band)** |  | **I would like the event to be live-streamed** |  | **There will be dignitaries at the event** |  |

Sound checking and musician technical riders

To ensure the smooth running of the events, please ensure that any technical riders for musicians are sent to us at least seven days before the event, and that musicians arrive at least thirty minutes before the door opening time to perform a sound check.

Other Requirements

Please tick the relevant box next to the provision you require or are providing

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **I require** | **I will provide** | **I do not require** |
| **Box Office** |  |  |  |
| **Box Office staff** |  |  |  |
|  |  |  |  |
| **Full stage (5m x 3.5m)** |  |  |  |
| **Half stage (5m x 1.75m)** |  |  |  |
|  |  |  |  |
| **1 x projector and screen** |  |  |  |
| **Additional 2 x projectors and screen** |  |  |  |
| **Laptop** |  |  |  |
| **Sound from laptop (e.g. for video)** |  |  |  |
| **Someone to operate the presentation** |  |  |  |
|  |  |  |  |
| **Lectern** |  |  |  |
|  |  |  |  |
| **Refreshments (Free to attendees)** |  |  |  |
| **Refreshments (Charged)** |  |  |  |
| **These refreshments will include alcohol** |  |  |  |
|  |  |  |  |
| **Eventbrite ticket sales** |  |  |  |
| **Marketing support** |  |  |  |
|  |  |  |  |
| **Toilets** |  |  |  |
|  |  |  |  |
| **Welcome from the clergy** |  |  |  |
| **Ringing of the cathedral bells** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **There will be a procession** |  | **Requirements:** |  |

Music requirements

If you require the piano or organ, you will be put in touch with our Music Department to confirm additional requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Piano** |  | **Organ** |  | **I require a pianist / organist** |  |

Parking requirements

If you would like to request parking in Cathedral Close, please indicate the number of spaces here:

Entry into the Cathedral will be managed to ensure these parking spaces are filled with the correct people. Please indicate the names of those permitted to park in Cathedral Close. If you are unable to provide names, we will provide a member of staff to manage the car park at the usual hourly rate.

Seating

Please tick the seating style that most represents your event. Please see the main event booklet for more details. Please note: for events at which alcohol will be sold, our capacity is 499 (including staff)

*Please note: capacities here are approximate and depends on the chairing layout and anything in the Cathedral that may restrict the number of seats, e.g. an art exhibition.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Main floor (190)** | **North Aisle (73)** | **North Transept (52)** | **South Aisle (72)** | **South Transept (82)** | **Filled in aisle (72)** | **Tower seats (65)** |
| **Standard Seating(tick all areas you’d like)** |  |  |  |  |  |  |  |

Alternatively, please select another option from below. Please see the main event booklet for more details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. Event with alcohol sales** |  | **C. No seating** |  | **D. Curvedseating** |  |
| **E. Other seating layout (please specify)** |  | **F. Formal Dinner** |  |

Speakers

If the event has speakers, please list their names and role here

Potential issues

If you foresee any potential issues with any of the content of the event, please outline them here.

These may include: use of particular tools; specific hazards or dangers connected to the event; controversial speakers; lone working.

Confirmation

Please tick to confirm the following:

|  |  |
| --- | --- |
| **I have read and understood the cancellation policy** |  |
| **I have read and understood the safeguarding policy** |  |
| **I have read and understood the food hygiene guidance** |  |
| **I have read and agreed to the speaker policy** |  |
| **I agree to confirm and review the risk assessment for this event** |  |

*All the necessary forms and policies can be found by visiting* [*https://bradfordcathedral.org.uk/booking-forms*](https://bradfordcathedral.org.uk/booking-forms)

Additional Notes

Please include any additional details including (if relevant):

* What furniture / AV equipment you require on the stage, and positions

By signing this document, you agree to the following:

* I am fully authorised to make this booking and have understand all the documents referred to in the ‘confirmation’ section
* If the event has music and / or paid tickets, I am to provide Bradford Cathedral with a number of sales, net box office and programme of music following the event for the PRS return
* I agree that following confirmation of this booking I will be issued with an invoice for a 25% deposit which must be paid by seven calendar days following the return of this form to secure the booking
* If I am hiring equipment for the event this must be confirmed firstly with Bradford Cathedral, and we may require additional documents including public liability insurance, a risk assessment, and PAT records
* I will advise anybody parking in Cathedral Close that there must be no parking beyond the pathway by the gate, as this blocks the sensor and prevents anyone from entering or exiting the site

Signed: Dated:

For office use only:

|  |  |
| --- | --- |
| **This event has been approved at the HODs / Exec meeting** |  |
| **The deposit invoice has been raised and sent** |  |
| **The balance invoice has been raised and sent** |  |
| **The event has been booked into the diary** |  |
| **The required staff have been booked** |  |
| **The risk assessment has been checked** |  |
| **The speakers have been checked** |  |

Confirmed financial costs to be outlined here: