# **Booking** form – de Lacy Centre

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

Please complete the form below and return it to [events@bradfordcathedral.org](mailto: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** |  | | | | | |
| **What time will you arrive on site?** |  | | **What time will you leave the site?** | |  | |
| **Do you require a rehearsal? (Yes/No)** |  | | | | | |
| **No. of people** |  | | | | | |

Layout

|  |  |
| --- | --- |
| **Layout Option** | **I require** |
| **Theatre-style with speaker (36 capacity)** |  |
| **Café-style (40 capacity)** |  |
| **Café-style with speaker (32 capacity)** |  |
| **Standing only (50 capacity)** |  |
| **Other (please specify below):** |  |

Other Requirements

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

The de Lacy Centre comes with two toilets and a kitchen for food preparation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **I require** | **I will provide** | **I do not require** |
| **Projector and screen** |  |  |  |
| **Refreshments (Free to attendees)** |  |  |  |
| **Refreshments (Charged)** |  |  |  |
| **These refreshments will include alcohol** |  |  |  |

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** |  |

*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

*If you require parking, a particular furniture layout, or any other requirements, please include the details here.*

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
* Whilst you are welcome to look around the building during your booking, unless the area is being used for another event, only the de Lacy Centre will be used as a meeting space
* I will not stick anything to the walls using blu-tac, sticky tape or other adhesive materials

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: