

# HARROW ARTS CENTRE - BOOKINGS ENQUIRY FORM

address: Harrow Arts Centre, Uxbridge Road, Hatch End, Middlesex HA5 4EA

e-mail: harrowartscentre@harrow.gov.uk tel: 020 8416 8989

## Customer Details

Contact Name:

Organisation:

Address:

Post Code:

Telephone No:

Mobile No:

Fax No:

E-Mail Address:

## Organisation Details (if applicable)

Registered Company Name:

Registered Company Number:

Registered Company Address :

Telephone Number:

E-Mail Address:

Is the Organisation a Registered Charity?

YES

Charity Number:

## IMPORTANT NOTES

**THIS FORM IS ONLY USED AS A BOOKING ENQUIRY. YOUR BOOKING IS NOT CONFIRMED UNTIL WE HAVE RECEIVED A 25% DEPOSIT AND ISSUED YOU WITH A BOOKING CONFIRMATION LETTER.**

## Public Liability Insurance

Do you have a Public Liability Insurance (PLI)?

YES

NO

If yes, you must provide a copy with this booking form, otherwise this booking cannot be processed. If no, we will charge an additional 7% of the total room booking value to use the Harrow Arts Centre's PLI. **PLI is a mandatory requirement for all bookings.**

## Performing Right Society (PRS) Royalties

Hirers who make bookings involving playing live or recorded music for which hirers do not have the copyright, will need to make a supplementary payment as set by the PRS licensing authority. This is to cover the cost of the PRS licence for the individual event. Details of this will be made available at the time of confirming the booking as tariffs vary according to the nature of events.

# Monitoring Information

It is the policy of Harrow Council to ensure that its premises can be made available to all sections of the community. In this respect the Council wishes to establish the present use made of facilities by ethnic and faith groups listed below. This information is treated in the strictest confidence. Please indicate which ethnic and faith group(s) represent the majority of your members, guests and expected audience.

If a large range of ethnic or faith groups may be represented, please tick this box

## Ethnic Origin

### Asian or Asian British

- Afghani
- Bangladeshi
- Indian
- Pakistani
- Sinhalese
- Sri Lankan Tamil
- Any other Asian Background - please specify

### Black or Black British

- Caribbean
- Ghanaian
- Nigerian
- Somali
- Any other Black Background - please specify

### Other Ethnic Group

- Arab
- Chinese
- Iranian
- Iraqi
- Kurdish
- Lebanese
- Any other ethnic group - please specify

### Mixed

- White & African
- White & Asian
- White & Caribbean
- Any other Mixed

### White

- Albanian
- British
- Gypsy/Roma Traveller
- Irish
- Irish Traveller
- Polish
- Romanian
- Serbian
- Any other White Background - please specify

## FAITH

- |                                    |                                      |   |
|------------------------------------|--------------------------------------|---|
| Agnostic <input type="checkbox"/>  | Jain <input type="checkbox"/>        | No Religion <input type="checkbox"/>              |
| Atheist <input type="checkbox"/>   | Jewish <input type="checkbox"/>      | Other Faith - please specify <input type="text"/> |
| Baha'i <input type="checkbox"/>    | Muslim <input type="checkbox"/>      |   |
| Buddhist <input type="checkbox"/>  | Rastafarian <input type="checkbox"/> |   |
| Christian <input type="checkbox"/> | Sikh <input type="checkbox"/>        |   |
| Hindu <input type="checkbox"/>     | Zoroastrian <input type="checkbox"/> |   |
| Humanist <input type="checkbox"/>  |                                      |   |

Date	Size Room Required (small / Large) room	Event Title	Booking Start Time (chargeable) Setup	Event Start Time	Event End Time	Booking End Time (chargeable) Clear up	Layout Required (boardroom, classroom, theatre style)	Estimated Attendance	Are you playing music for which you do not own the copyright for Y/N	OFFICE USE ONLY (room Allocated)
24/04/2009	Pinner or any S	music	16:50	17:00	18:00	18:10	classroom	8	y	

Please use the above example as a guide on how to fill the boxes below (please note that format may change once you have entered this data)


Special Requirements: Please provide us with information on any equipment you wish to hire, including the number of chairs and tables.  
Please also use the space below to request any catering requirements.

If you require additional space for dates, please use the extra pages provided.

Organisation Name:

**Declaration**

I hereby acknowledge that I have read and fully understood the Terms and Conditions of use which solely govern the provision of services supplied at Harrow Arts Centre and I agree to be bound by them.

Name of Applicant  Signature of Applicant  Date

If sending this form via post, please send to: **Harrow Arts Centre, Box Office, Uxbridge Road, Hatch End, Middlesex HA5 4EA .**

**If sending this form via email to [harrowartscentre@harrow.gov.uk](mailto:harrowartscentre@harrow.gov.uk), please tick the box to indicate that you have read and fully understood the Terms and Conditions of use which solely govern the provision of services supplied at Harrow Arts Centre and you agree to be bound by them.**