

APPLICATION FORM FOR BOOKING CAVAN TOWN HALL



Name of Group / Individual: _____

Contact Address: _____

Name of Contact Person: _____

Contact Numbers:
Landline _____
Mobile _____
Email _____

Date Application Received: _____

Date(S) Requested: _____

Time(S) Requested: _____

Note dates and times requested should include rehearsal, set up time etc.

Name of Proposed Event: _____

Description of Proposed Event: _____

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Any Specific Seating Alteration (If Applicable):

Start Time of Show:

End Time of Show:

Please Tick One of the Following (If Applicable):

- Amateur Production
- Professional Production
- Commercial Production
- Non Profit
- Community
- School / Educational

Insurance Details:

Name of Provider:

Address:

Contact Telephone:

Type of Cover:

What other venues are you performing the work in (If any):

Price of Tickets:

Details of Technical Crew:

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If performing a play / musical do you have the performance rights: **Yes** **No**

Please Acknowledge That You Have Read & Understood The Terms & Conditions Relating To The Rental & Use Of The Town Hall Cavan & Agree To Abide By These Rules & Regulations:

Yes **No**

Signed: _____ **Date:** _____ (*On behalf of Town Hall*)

Signed: _____ **Date:** _____ (*on behalf of Group*)

Office Use Only:

Charges:

Fee per Performance: € _____

No of Performances:

Any Additional Fees:

Total Charge

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Terms & Conditions of Town Hall Rental:

- 1. Patrons must be fully briefed on the town hall's Emergency Exit Routes prior to each performance or event.*
- 2. The Town Hall Must Be Left In The Same Condition As Prior To The Show, Performance Or Event. Any Unnecessary Cleaning Costs Incurred As A Result Of An Event May Be Passed Onto The Group Or Individual Subsequent To The Event Taking Place.*
- 3. The Minimum Cancellation Period For Any Booking Is 48 Hours. Failure To Provide Sufficient Notice May Result In The Full Charge For The Town Hall Being Imposed. An Out of Hours Number Will Be Furnished And Should Be Contacted Outside Of Normal Working Hour. Normal Working Hours Are Monday – Friday 9.15am – 1.00pm & 2.00pm – 5.00pm.*
- 4. Those Booking The Town Hall Will Be Liable For Any Costs As A Result Of Damage Incurred While Using The Town Hall.*