

MINERVA ARTS CENTRE BOOKING FORM

EVENT:

From – date and time	
To – date and time	

Please be aware that you must book from the time you require access to the Centre until the time you expect to vacate, not just for the duration of your event.

Name of hirer	
Company (if applicable)	
Address	
Postcode	
Daytime telephone no	
Evening telephone no	
Email address	
Facilities required	
Gallery 1 (front space)	YES/NO
Gallery 2 (back space)	YES/NO
Display screen set-up <i>(Please note that you can move the display screens yourself by following the instructions in the User Manual, however, any damage will be charged for).</i>	YES/NO
Temporary Events Notice	
Have you applied for a TEN from Powys County Council if required? <i>(The Centre does not have its own licence).</i>	YES/NO not applicable

Name and address of person in charge of fire precautions

Name	
Address	
Postcode	
Telephone no	

The Minerva Arts Centre reserves the right to terminate any function where any of the conditions of hire are contravened. No compensation will be paid to the Hirer in such a case.

I/we agree and accept the conditions of hire.

Signed

Print Name

Date

PLEASE MAKE CHEQUES PAYABLE TO: THE QUILT ASSOCIATION

The Quilt Association, Minerva Arts Centre, Llanidloes, SY18 6BY, tel: 01686 413467

OFFICE USE ONLY

Invoice issued – date & no: