

# MINERVA ARTS CENTRE BOOKING FORM

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**EVENT:**

<b>From – date and time</b>	
<b>To – date and time</b>	

*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.*

<b>Name of hirer</b>	
Company (if applicable)	
Address	
Postcode	
Daytime telephone no	
Evening telephone no	
Email address	
<b>Facilities required</b>	
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
<b>Temporary Events Notice</b>	
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

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OFFICE USE ONLY

Invoice issued – date & no: