

Arc House Enquiry Form

Contact Name & Job Title	
Organisation	
Address	
Charity number (if applicable)	
Contact number	
Email	

Booking date and time (start & finish)				
Entry and exit time (date and time)				
Please provide a short description of the activity to take place				
Is this activity a one-off or regular booking?	One-off	Regular		
		Please provide details:		
Facilities required (please circle)	Arc House	Outside Stage	Amphitheatre	Grass Area



Layout required (e.g. boardroom, standing, theatre style in each area being used)			
Catering requirements			
Who is the activity for?	Invited Guests	General Public	Children Age of Children
Is the activity fee paying?	Yes		No
	How much?		
Is the activity ticketed?			
Expected number of attendees			
Activity schedule (if known)			
Would you like your activity to be listed on the Arc House website?	Yes	No	
Do you have public liability insurance?	Yes	No	



Are you playing any music for which you do not have copyright for?	Yes	No
Do you require the use of any technical services? (Lighting, sound etc.)		

Any Additional information:

Signature	
Date	