

Application for Room Hire



Date(s) of hire:

Time(s) of hire:

Please clearly circle the room(s) you wish to hire

Studio 1 Studio 2 Gallery

Contact details of applicant (to whom the invoice should be sent)

Title.....

FirstName.....Surname.....

Organisation

Address.....

.....Postcode.....

Telephone.....Fax.....

Email.....

Room facilities: Room hire includes easels, boards, props, stools and a limited number of chairs .
Paper can be purchased at cost , Newsprint is available for free.

The following equipment is available for your use, please clearly circle any item(s) you require.

- flip chart
- slide projectors
- Power point projector (you must supply your own laptop)

NB: These items may not be available on the day of hire and the number of tables and chairs available varies. It is the hirer's responsibility to confirm availability of equipment before booking the space.

How many people will attend your event?.....

Life drawing events:

Do you need us to book a model? Yes/No

How many hours do you need a model for (@£12/hour, minimum 3 hours)
(Please call us to discuss model preferences.)

Do you want us to book a tutor? Yes/No

How many hours do you need a tutor for (@25-40/hour, minimum 3 hours)
(Please call us to discuss tutor preferences.)



Kitchen Facilities

Will you require use of the kitchen?.....

If yes for what purposes.....

Will you be using outside caterers?.....

Caterer's name:.....

Address.....Telephone:.....

NB: caterers will be required to meet the Buildings Technician at The Prince's Foundation prior to the event. All crockery, glassware, cutlery and tablecloths must be provided by the hirer.

Registration

NB: all guests are required to sign in and out of the building at reception.

Public Liability Insurance

I attach details confirming my company's/organisations Public liability Insurance Policy: Yes/No

Acceptance of Terms & Conditions of Hire

I have read the Terms & Conditions of Hire and agree to abide by them

Name.....

Organisation.....

Signature.....Date:.....

To reserve this booking you are required to send a non-refundable 10% deposit of the total amount plus VAT with this booking form made payable to The Prince's Drawing School. A receipt will follow and you will be invoiced for the full amount on the day of hire.

Please return this form to and deposit to
The Prince's Drawing School, 19-22 Charlotte Road, London, EC2A 3SG. Tel 020 7613 8568.

