

MIDDLESBROUGH LITTLE THEATRE LTD

Booking form

Name of Hirer.....

Address.....

Post code.....

Contact number

Day and date of hire.....

Reason for hire.....

Time of hire - from.....to.....

Room (please circle) Studio £10ph / Rehearsal Room £7ph

Total fee due.....

The hire of premises will be subject to Terms and Conditions provided below.

Please note: the hirer must arrange for insurance cover relating to all events taking place in Toft House premises

- A. Payments should be made in full in the day of hire
- B. The hirer should be solely responsible for the repair of any damage caused directly or indirectly of any equipment used during the booked period of hire
- C. The hirer should be responsible for evacuation in case of fire, making themselves aware of emergency exits and the calm evacuation of the building
- D. No smoking is allowed in any part of the building (A smoking area is provided)
- E. MLT will not be responsible for the loss or damage to any property brought onto the premises by the hirer
- F. The hirer is responsible for clearing the room at the end of the hire period and leaving it as it was found. This includes all kitchen areas, if hired.

PLEASE MAKE CHEQUES PAYABLE TO

Middlesbrough Little Theatre LTD.

Signature of hirer.....

Contact number: 07905654194