**BOOKING FORM.**

**Please mark an (x) next to the room you would like and complete all booking information at the bottom of the form.** **Return to** [**spacehire@gorsehillstudios.co.uk**](mailto:spacehire@gorsehillstudios.co.uk) **once completed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ROOM AND DESCRIPTION** | **(x)** | **ROOM AND DESCRIPTION** | **(x)** |
| **STUDIO THEATRE**  *Theatre space*  *Dimensions 10m x 15m*  *Holds 120 people (standing)* |  | **DANCE STUDIO**  *Mirrored on 2 walls, 7m x 7m*  *Equipped with an accessible sound system* *A flexible space that can also be used for meetings- can hold up to 20 people* |  |
| **THEATRE FOR CONFERENCE**  *Day rate for theatre (7hrs) including tables chairs + tea and coffee making facilities* |  | **THE SNUG**  *Small private space, seats 2-3 people in a comfortable and safe environment* |  |
| **THEATRE FOR MUSIC EVENT**  *Day rate for music/ dance event with sound engineer (3hours)* |  | **REHEARSAL ROOM (upstairs)**  *Rectangular room, with rectangular tables holds up to 25 people for meetings* |  |
| **VISUAL ARTS STUDIO**  *Fully equipped and organized art room which is a flexible space for meetings, workshops and sessions. Can hold up to 25 people* |  | **SALON**  *Lovely space to use for hair and beauty. Room includes one table, 2 chairs, 2 makeup chairs and a massage bed Is also a flexible space and can be used for small meetings or sessions. Can hold up to 4 people* |  |
| **KITCHEN**  *A full working kitchen and table for eating or meeting, can hold up to 10 people (including staff for the session)* |  | **ONE TO ONE ROOM (upstairs)**  *Private space, seats 4 people in a comfortable and safe environment* |  |
| **FOR ALL MUSIC BOOKINGS PLEASE CONTACT** [**music@gorsehillstudios.co.uk**](mailto:music@gorsehillstudios.co.uk) | | | |
| **STUDIO 1 (CONTROL ROOM)**  *Fully equipped recording space with 2 recording booths, digital mixing desk, analogue preamps, high end microphones, synthesizer, drum machine, computer, and production software (logic)* |  | **STUDIO 2 (LIVE ROOM)**  *Fully quipped rehearsal space with keyboards, two drum kits, guitars and various types of other percussion instruments. With access to microphones and speakers. Perfect for band rehearsals.* |  |

|  |  |
| --- | --- |
| Date/Time(s) of booking(s) |  |
| Responsible person during booking/session delivery |  |
| Name of person booking and organization |  |
| Contact number |  |
| Contact/Email for invoice |  |
| Project name/group size |  |
| Any equipment required |  |
| Any additional info (eg. SEND group/female or male only, any access needs etc) |  |
| **PLEASE COMPLETE ALL SECTIONS WITH AS MUCH DETAIL AS POSSIBLE** |

|  |  |
| --- | --- |
| **PLEASE SPECIFY IF YOU NEED ANY OF THE FOLLOWING** | |
| Kitchen facilities (eg. access to sink/hot water/oven use/microwave)  **Please specify in detail what you will need so we can do our best to accommodate this** |  |
| Wi-Fi |  |
| Tea/Coffee |  |
| TV |  |
| Tables/chairs |  |
| Other (please specify) |  |

GHS use only

**………………………………………………………………………………………………………………………………………………………………………………**

**Added to calendar:** YES/ NO

**Invoiced:** YES/ NO

**Cash in hand**: YES/NO