

Hirer Enquiry Form - Club Venues (Member Owned)



The information we need about you, please, is as follows:

If *The Hirer* engages *Artiste(s)* for a club of any kind - with it's own premises in which the *Artiste(s)* will appear:

The full, legal name of the Club: _____

The address of the Club: _____

The telephone number(s) of the Club: _____

The name of the Club Secretary: _____

Home telephone of Club Secretary: _____

The name of the Club or Committee
Member responsible for the booking of *Artistes*: _____

Home telephone of the entertainment booker: _____

To whom should paperwork
regarding bookings be addressed: _____

Where should paperwork be sent: To the Club ? Yes / No **

**PLEASE USE THIS
FORM IF YOUR CLUB
IS OWNED BY ITS
MEMBERS**

If Yes,
for the attention of: _____

If No,
to the home address of: _____

Which is: _____

***Delete as appropriate*

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit children under 18 at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at the venue
of which the *Artiste* should be made aware ? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Club: Yes / No **

If Yes, please list such prohibitions: _____

Signed: _____ Date: _____

NAME (BLOCK CAPS): _____ Position: _____

Hirer Enquiry - Clubs (Proprietary or Company Owned)



The information we need about you, please, is as follows:

If *The Hirer* engages *Artiste(s)* for a **Club of any kind (including on Holiday Centres)** - with it's own premises in which the *Artiste(s)* will appear:

The full, legal name of the Club: _____

The address of the Club: _____

Telephone number(s) of the Club: _____

If Owner is Ltd Co. - Company Name: _____

Reg'd Address : _____

The name of the Director / Proprietor / Manager ** responsible for the booking of *Artistes*: _____

Telephone number for the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Club ? **Yes / No ****

PLEASE USE THIS FORM IF THE CLUB IS OWNED OR LEASED BY YOU OR YOUR COMPANY

If Yes, for the attention of: _____

If No, to the address of (name): _____

Which is: _____

***Delete as appropriate*

Can you confirm that the Club is properly licensed to present live entertainment: **Yes / No ****

Do you admit children under 18 at any time: **Yes / No ****

If Yes, are such minors supervised by suitable adults **Yes / No ****

are *Artistes* likely to be in contact with such minors: **Yes / No ****

Are there any physical problems or obstacles at the venue of which the *Artiste* should be made aware ? **Yes / No ****

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Club: **Yes / No ****

If Yes, please list such prohibitions: _____

Signed: _____ **Date:** _____

NAME (BLOCK CAPS): _____ **Position:** _____

Hirer Enquiry Form - Public Houses / Bars



The information we need about you, please, is as follows:

If *The Hirer* engages *Artiste(s)* for a **Public House or Bar of any kind** which are the premises in which the *Artiste(s)* will appear:

The full, legal name of the Pub/Bar: _____

The address of the Pub/Bar: _____

Telephone number(s) of the Pub/Bar: _____

Who is the Owner of the Pub/Bar: _____

Is the Owner responsible for the booking and payment of Artistes: Yes / No **

If you are not the Owner of the Pub/Bar, then please give your full name and the capacity in which you book *Artistes*: **Name:** _____

Position: Landlord / Tenant / Manager / Other **

If 'Other', please give details: _____

Home telephone of the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Pub/Bar ? Yes / No **

If Yes, then for the attention of: _____

***Delete as appropriate*

If No, then to the home address of: _____

Which is: _____

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit children under 18 at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at the venue of which the *Artiste* should be made aware ? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Pub/Bar: Yes / No

If Yes, please list such prohibitions: _____

Signed: _____ **Date:** _____

NAME (BLOCK CAPS): _____ **Position:** _____

Hirer Enquiry Form - Hotels



The information we need about you, please, is as follows:

If *The Hirer* is the owner/manager/director of a Hotel that engages *Artiste(s)* for that **Hotel** in which the *Artiste(s)* will appear:

The full, legal name of the Hotel: _____

The address of the Hotel: _____

Telephone number(s) of the Hotel: _____

Who is the Owner of the Hotel: _____

Is the Owner responsible for the booking and payment of Artistes: Yes / No **

If you are not the Owner of the Hotel, then please give your full name and the capacity in which you book *Artistes*: Name: _____

: Position: Director (if Ltd. Co.) / Manager / Other **

If 'Other', please give details: _____

Telephone No. of the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Hotel ? Yes / No **

If Yes, then for the attention of: _____

**Delete as appropriate If No, then to the address of: _____

Which is: _____

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit children under 18 at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at the venue of which the *Artiste* should be made aware ? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Hotel: Yes / No

If Yes, please list such prohibitions: _____

Signed: _____ Date: _____

NAME (BLOCK CAPS): _____ Position: _____

Hirer Enquiry Form - Residential & Care Homes



The information we need about you, please, is as follows:

If *The Hirer* is the owner/manager/director of a Residential or Care Home or similar that engages *Artiste(s)* to appear in that Home

The full, legal name of the Home: _____

The address of the Home: _____

Telephone number(s) of the Home: _____

Who is the Owner of the Home: _____

Is the Owner responsible for the booking and payment of Artistes: Yes / No **

If you are not the Owner of the Home, then please give your full name and the capacity in which you book Artistes:

Name: _____

Position: Director (if Ltd. Co.) / Manager / Other **

If 'Other', please give details: _____

Telephone No. of the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Home ? Yes / No **

If Yes, then
for the attention of: _____

***Delete as appropriate*

If No, then
to the address of: _____

Which is: _____

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit or will children under 18 be present at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at the venue of which the *Artiste* should be made aware ? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Home: Yes / No

If Yes, please list such prohibitions: _____

Signed: _____ **Date:** _____

NAME (BLOCK CAPS): _____ **Position:** _____

Hirer Enquiry Form - Military Establishments



The information we need about you, please, is as follows:

If *The Hirer* is a member of HM Armed Forces engaging *Artiste(s)* for the **Mess / Club** in a Military Establishment in which the *Artiste(s)* will appear:

The full name of the Mess/Club: _____

The address of the Mess/Club: _____

Telephone number(s) of the Mess/Club: _____

Who is the Officer IC of the Mess/Club: _____

Are you the Officer IC and responsible for the booking and payment of Artistes: Yes / No **

If you are not the Officer IC of the Mess/Club, then please give your full name and rank and the capacity in which you book *Artistes*: _____

: **Position:** Manager / Ents Committee Member / Other **

If 'Other', please give details: _____

Telephone No. of the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Mess/Club? Yes / No **

If Yes, then for the attention of: _____

***Delete as appropriate* If No, then to the address of: _____

Which is: _____

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit children under 18 at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems with, or obstacles at, the venue, or rules relevant to the Mess/Club of which the *Artiste* should be made aware? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment in the Mess/Club: Yes / No

If Yes, please list such prohibitions: _____

Signed: _____ **Date:** _____

NAME (BLOCK CAPS): _____ **Position:** _____

Hirer Enquiry Form - Restaurants / Bistros etc



The information we need about you, please, is as follows:

If *The Hirer* engages *Artiste(s)* for a **Restaurant or Bistro of any kind** (referred to herein as the Venue) which are the premises in which the *Artiste(s)* will appear:

The full, legal name of the Venue: _____

The address of the Venue: _____

Telephone number(s) of the Venue: _____

Who is the Owner of the Venue: _____

Is the Owner responsible for the booking and payment of Artistes: Yes / No **

If you are not the Owner of the Venue, then please give your full name and the capacity in which you book *Artistes*: Name: _____

: Position: Tenant / Manager / Other **

If 'Other', please give details: _____

Home telephone of the entertainment booker: _____

To whom should paperwork regarding bookings be addressed: _____

Where should paperwork be sent: To the Venue ? Yes / No **

If Yes, then for the attention of: _____

***Delete as appropriate* If No, then to the home address of: _____

Which is: _____

Can you confirm that you are properly licensed to present live entertainment: Yes / No **

Do you admit children under 18 at any time: Yes / No **

If Yes, are such minors supervised by suitable adults Yes / No **

are *Artistes* likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at the Venue of which the *Artiste(s)* should be made aware ? Yes / No **

If Yes, please describe same: _____

Are there any prohibitions of *Artiste* type or props/equipment at the Venue: Yes / No

If Yes, please list such prohibitions: _____

Signed: _____ Date: _____

NAME (BLOCK CAPS): _____ Position: _____

Hirer Enquiry - Private Buyers (non-Corporate)



The information we need about you, please, is as follows:

Where *The Hirer* engages (an) *Artiste(s)* for (an) appearance(s) at their private residence or at another venue hired for their use in holding their function/event.

The full name of the Hirer: _____

The Hirer's home address: _____

The Hirer's telephone number(s): _____

If the Hirer is acting on behalf of a society or a social organisation of any kind, then please identify such society/organisation fully below.

The name of the society or organisation: _____

Are you responsible for the booking and payment of Artistes: Yes / No **

If you are responsible for the **booking** of Artistes but **NOT for the payment** of such Artistes, then please give the full name, address and telephone number of the person who is responsible for the payment of the *Artiste(s)*: **Name:** _____

Position: Chairman / Secretary / Other **

If 'Other', please give details: _____

Home address _____

Telephone numbers _____

To whom should paperwork re bookings be addressed: _____

Where should paperwork be sent: _____

If your event(s) is/are run 'for profit' (including charity fund raising), can you confirm that your Venue is/will be properly licensed to present live entertainment: Yes / No / Not.App**

(You would NOT normally need a licence to present Artistes for (a) non-profit-making event(s) but may well, under the new licensing laws, if there is a profit-making element involved. If you are hiring a Venue for an event that has a profit element, you should check that such venue holds all appropriate licenses as necessary.)

Are children under 18 likely to be present: Yes / No **

If Yes, can you confirm that such minors will be supervised by suitable adults: Yes / No **

are *Artistes* expected and/or likely to be in contact with such minors: Yes / No **

Are there any physical problems or obstacles at your Venue of which the *Artiste(s)* should be made aware? Yes / No **

If Yes, please describe same: _____

Finally (!! if this is likely to be a 'one-off' event, please describe the type of function you are holding (eg Wedding, Birthday, other Celebration etc). _____

Signed: _____ **Date:** _____

NAME (BLOCK CAPS): _____

***For questions marked **
please delete as appropriate*

Hirer Enquiry Form - Corporate Buyers



The information we need about you, please, is as follows:

Where *The Hirer* engages (an) *Artiste(s)* for (an) appearance(s) at their own premises or at another venue hired for their use in holding a function/event:

The full name of the Hirer: _____

The Hirer's home address: _____

The Hirer's telephone number(s): _____

Where the Hirer is acting on behalf of a Company, Firm or Partnership of any kind, then please identify such body fully below.

The name of the body and (where applicable) _____
the branch/department: _____

Are you responsible for the booking of Artistes: Yes / No **

To whom should booking confirmations be addressed: _____

Where should such paperwork be sent: _____

If the person named is responsible for the booking of Artistes but NOT for the payment of such Artistes, then please give the full name, address and telephone number of the person/department that is responsible for the payment of the *Artiste(s)*: Name: _____

Position (please give details): _____

Official address: _____

Telephone number(s): _____

Are Official (Purchase) Order Numbers required to obtain payment? Yes / No **

If your event(s) is/are run 'for profit' (including charity fund raising), can you confirm that your Venue is/will be properly licensed to present live entertainment: Yes / No / Not.App**

(You would NOT normally need a licence to present Artistes for (a) non-profit-making event(s) but may well, under the new licensing laws, if there is a profit-making element involved. If you are hiring a Venue for an event that has a profit element, you should check that such venue holds all appropriate licenses as necessary.)

Are children under 18 likely to be present: Yes / No **

If Yes, can you confirm that such minors will be supervised by suitable adults: Yes / No **

are Artistes expected and/or likely to be in contact with such minors: Yes / No **

Are there any physical problems, obstacles or 'House Rules' at your Venue of which the Artiste(s) should be made aware? Yes / No **

If Yes, please describe same: _____

Finally (!! if this is likely to be a 'one-off' event, please describe the type of function you are holding (eg Staff party, Department ball, Customer presentation etc): _____

Signed: _____ Date: _____ **For questions marked **
please delete as appropriate

NAME (BLOCK CAPS): _____

Hirer Enquiry - Governmental and Council Bodies



The information we need about you, please, is as follows:

Where *The Hirer* engages (an) *Artiste(s)* for (an) appearance(s) at their premises or at another venue hired for their use in holding their function/event:

The full name of the Hirer: _____

The Hirer's home address: _____

The Hirer's telephone number(s): _____

Where the Hirer is acting on behalf of a section or department of a Governmental, Council or state run organisation of any kind, then please identify such department / body fully below.

The name of the body and (where applicable) the section/department: _____

Are you responsible for the booking of Artistes: Yes / No **

To whom should booking confirmations be addressed: _____

Where should such paperwork be sent: _____

If the person named is responsible for the booking of Artistes but NOT for the payment of such Artistes, then please give the full name, address and telephone number of the person/department that is responsible for the payment of the *Artiste(s)*: Name: _____

Position (please give details): _____

Official address: _____

Telephone number(s): _____

Are Official (Purchase) Order Numbers required to obtain payment ? Yes / No **

If your event(s) is/are run 'for profit' (including charity fund raising), can you confirm that your Venue is/will be properly licensed to present live entertainment: Yes / No / Not.App**

(You would NOT normally need a licence to present Artistes for (a) non-profit-making event(s) but may well, under the new licensing laws, if there is a profit-making element involved. If you are hiring a Venue for an event that has a profit element, you should check that such venue holds all appropriate licenses as necessary.)

Are children under 18 likely to be present: Yes / No **

If Yes, can you confirm that such minors will be supervised by suitable adults: Yes / No **
are *Artistes* expected and/or likely to be in contact with such minors: Yes / No **

Are there any physical problems, obstacles or 'House Rules' at your Venue of which the *Artiste(s)* should be made aware ? Yes / No **

If Yes, please describe same: _____

Finally (!!) if this is likely to be a 'one-off' event, please describe the type of function you are holding (eg Staff party, Department ball, Open day etc). _____

Signed: _____ Date: _____ **For questions marked ** please delete as appropriate

NAME (BLOCK CAPS): _____

Hirer Enquiry Form - Multiple Venue Ownership



The information we need about you, please, is as follows:

Where *The Hirer* engages (an) *Artiste(s)* for (an) appearance(s) at one or more of their premises, the location and details of which will be subject to contractual agreement when booking.

Full trading name of the Hirer: _____

Hirer's business address: _____

Hirer's telephone number(s): _____

Where the Hirer is acting on behalf of a division or department of a Company, Firm or Partnership of any kind, then please identify such division or department fully below.

The name of the division or department: _____

The name of the executive in charge: _____

Is the executive in charge responsible for the booking of Artistes: Yes / No **

To whom should booking confirmations be addressed: _____

Where should such paperwork be sent: _____

Are (any of) your venue managers allowed to book Artistes themselves? Yes / No **

If Yes, should confirmation and payment be dealt with by Local Manager/Head Office **

If the person named is responsible for the booking of Artistes but NOT for the payment of such Artistes, then please give the full name, address and telephone number of the person/department that is responsible for the payment of the *Artiste(s)*: **Name:** _____

Position (please give details): _____

Official address: _____

Telephone number(s): _____

Are Official (Purchase/Contract) Order Numbers required to obtain payment? Yes / No **

Can you confirm that your Venues are/will be properly licensed to present live entertainment: Yes / No **

Are children under 18 likely to be present: Yes / No **

If Yes, can you confirm that such minors will be supervised by suitable adults: Yes / No **

are *Artistes* expected and/or likely to be in contact with such minors: Yes / No **

Are there any physical problems, obstacles or 'House Rules' at any of your Venues of which the *Artiste(s)* should be made aware? Yes / No **

If Yes, please describe same (or attach copy 'House Rules' if applicable): _____

Signed: _____ **Date:** _____ ***For questions marked ** please delete as appropriate*

NAME (BLOCK CAPS): _____