|  |  |
| --- | --- |
| **This Enquiry Sheet is intended to assess the feasibility of your booking. Please give an overview of the following points; we appreciate you may not have full details at this stage.** | |
| **Full Name of person responsible for the booking & to be invoiced** |  |
| **Full Name of person responsible on site during event (if different from above)** |  |
| **Company Name** |  |
| **Address** |  |
| **Main contact number** |  |
| **Email** |  |
| **Company Email** |  |
| **Type of Event** |  |
| **Date/s of event** |  |
| **Brief description of / copy for event including Title** |  |
| **Space/s you’d like to use & use** eg. Mainhouse for conference and Treehouse as Break Out Space (if you do not know our spaces please give an overview of the type of spaces required) |  |
| **Approx number of speakers/company in attendance** |  |
| **Approx number of guests/delegates expected** |  |
| **Technical Requirements**  **Including Equipment**  \*our spaces are not set up as plug & play lecture theatres. Power points, media footage etc must be in house 1 week before the event for testing. We cannot guarantee screening of media received after this date, additional charges may be incurred. |  |
| **Event timings**  Please include access time, event start and finish times and departure times  \*Macrobert opens at 10am, events starting before 10.15am or requiring earlier access need to be agreed at least one month in advance and will incur charges |  |
| **Approx Running Times** |  |
| **Is it ticketed? Ticket Prices**  Tickets should be managed by Macrobert unless otherwise agreed |  |
| **Catering requirements**  **Include space & times** |  |
| **Room Set up details** |  |

**Please send completed Enquiry Form to** [**events@macrobertartscentre.org**](mailto:events@macrobertartscentre.org)