*Where the Hirer engages (an) Artist(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 Hirer: |  | | |
| Hirer’s Business Address: |  | | |
| Hirer’s Phone: |  | Hirer’s Email: |  |

*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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Division or Department: |  | Name of the Executive in charge: |  |
| Is the Executive in Charge responsible for the booking of Artists? | | |  |
| To whom should paperwork regarding bookings be addressed? | | |  |
| Are (any of) your venue managers allowed to book Artists themselves? | | |  |
| If yes, should confirmation and payment be dealt with by Local Manager or Head Office? | | |  |

*If the person named is responsible for the booking of Artists but* ***NOT*** *for the payment of such Artists, then please give the full details of the person/department that is responsible for the payment of the Artist(s)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Address: |  | | |
| Email: |  | Phone: |  |
| Are Official (Purchase/Contract) Order Numbers required to obtain payment? | | |  |

|  |  |
| --- | --- |
| Can you confirm that your Venues are/will be appropriately licensed to present live entertainment? |  |
| Do you admit children under the age of 18 at any time? |  |
| If yes, are such minors supervised by suitable adults? |  |
| Are artists likely to be in contact with such minors? |  |
| Are there any physical problems, obstacles or “House Rules” at any of your venues of which the Artist(s) should be made aware? |  |
| If yes, please give details: |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_