



Inverness Cathedral

SERVING THE HIGHLANDS

CONCERT / EVENT

Booking Form

Name of Organisation													
Contact Name													
Address													
Tel No.													
Email Address													
Date(s) of Concert/ Event													
Nature of Concert/ Event													
Time(s) Required From/ to													
Other Requirements (please see information re costs)	<table border="1"><thead><tr><th>Service/Resource</th><th>Y/N/Comments</th></tr></thead><tbody><tr><td>Refreshments</td><td></td></tr><tr><td>Staging</td><td></td></tr><tr><td>Chairs</td><td></td></tr><tr><td>Piano</td><td></td></tr><tr><td>Sound System</td><td></td></tr></tbody></table>	Service/Resource	Y/N/Comments	Refreshments		Staging		Chairs		Piano		Sound System	
Service/Resource	Y/N/Comments												
Refreshments													
Staging													
Chairs													
Piano													
Sound System													
Further Queries ie any other location required for rehearsals													
For Office Use													

Fees

Hire of Cathedral	£125 per hour
Hire of Stage	£50
Refreshments	These can be made available during an interval, price would be dependent on requirements. NB We do not have a licence for serving alcohol and would require one if alcohol is to be served. Please inform the Cathedral Office as soon as possible should a licence be required.
Chairs	Provided with the hire of cathedral
Piano	£30
Sound System/ PA	£20
Late Night Caretaker (after 11pm)	£50
Hire of the Old Boys School (for changing etc.)	£15 per hour

What to expect next

- ◆ We will confirm your booking in writing/ via email with a confirmation of all your requirements.
 - ◆ We will invoice you with details of the cost of holding your concert event at the Cathedral and payment date will be notified on the invoice.
 - ◆ We are happy to display promotional material within the Cathedral building and on our website, communications and social media but can not be held responsible for promoting the event to a wider audience.
- NB** Please note that if you wish us to sell tickets for your event on your behalf, there is a charge of 10% commission on all sales made, unless agreed otherwise.

Your responsibilities

- ◆ For concerts and events, you are responsible for providing sufficient numbers of stewards to meet Fire Safety regulations and also to ensure an appropriate number of stewards are present at the event for the purposes of selling tickets and/or any other duties the event requires.
 - ◆ You are required to ensure the necessary Statutory and Regulatory Insurances are in place and also that you are able to provide proof of this on request.
 - ◆ You must ensure that should the event involve any persons for whom PVG registration is required, the necessary documentation can be provided if requested.
 - ◆ Prior to the event you are expected to contact the Caretaker to arrange times for on site rehearsals/ set up of the event itself.
 - ◆ Please contact the Cathedral Office should you wish to book any other Cathedral premise in which to rehearse beforehand.
- NB** Please note that Daily Services continue as usual and on site rehearsals should be organised around these. Details of these can be obtained from the Cathedral Office.

Agreement

I/We agree to the above terms and conditions for our booking.

Signed _____

Date _____

Please return this form to:

Concerts & Events, Inverness Cathedral Office, 9-11 Kenneth Street, Inverness, IV3 5NR

or by email to: invernesscathedraloffice@gmail.com

Data security : The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of any data transmitted over the internet. Any data sent to us by this method is therefore undertaken at your own risk. Once we have received your information, we will use strict procedures and security features to attempt to prevent unauthorised access.

For Office

Date Received	
Confirmation Letter Sent	
Invoice Raised	
Payment Received	
Other Information	

Please note: This form is confidential and intended solely for the use of the individual(s) to whom they are addressed. If you are not the aforementioned persons do not disseminate, distribute or copy this form or any information contained within.

Please notify the sender immediately if you have received this form by mistake. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.