

# 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): \_\_\_\_\_