

**(To be completed by a member of Victoria Baths staff)**

|  |  |
| --- | --- |
| Agreed Fee |  |
| Payment Status |  |
| Visitor Numbers |  |

**Confirmed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Date of Visit** |  | |
| **Name (s)** |  | |
| **Name of school, college or university** |  | |
| **Name of course project is for** |  | |
| **Address of main contact** | **Post code** | |
| **Phone** |  | |
| **Email** |  | |
| **How do you want to use Victoria Baths?** |  | |
| **Which space(s) within the building do you propose using?** |  | |
| **Do you intend inviting an audience and/or opening to the public?** |  | |
| **Do you need set-up and take-down days? If so, please give us much detail as possible.** |  | |
| **Will you require us to be available for delivery/collection of equipment?** |  | |
| **Do you have any technical requirements, e.g. electricity and props? Please give details.** |  | |
| **What are you aiming to produce (if anything) and how will it be distributed?** |  | |
| **How will you acknowledge Victoria Baths?** | **Printed credit** | **Logo** |
| **Web link** |  |
| **Other…** | |
| **If you can use our logo in what format shall we send it?** |  | |
| **Total number of people taking part in the activity** |  | |
| **Student prices are £15 per student per hour – write fee total in box** |  | |
| **Have you seen and accepted our terms of use?** |  | |
| **Proof of Student(s)** | Please attach a copy of your student ID and letter from tutor confirming you participation in this project, in an email. | |
| **Signature** |  | |