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**THEATRE HIRE ENQUIRY FORM**

If you wish to make a booking enquiry, please complete the following information with as much detail as possible. This form acts as an enquiry only and does NOT confirm any booking.

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| --- | --- | --- | --- | --- |
| Name (main contact) |  | | | |
| Group/Organisation name |  | | | |
| Contact number |  | | | |
| email address |  | | | |
| Type of event:  e.g. theatre show, dance, live music etc |  | | | |
| Total number of performers expected for each day (approximate) |  | | | |
| Where is your group/organisation based? e.g. Eastleigh, Southampton etc |  | | | |
| Preferred venue | The Point | | The Berry Theatre | |
| Hire option choice (select one only) | 1 day hire | Weekend hire | | Week hire |
| 1st choice of preferred date(s) |  | | | |
| 2nd choice of preferred date(s) |  | | | |
| 3rd choice of preferred date(s) |  | | | |
| If at The Point what is the likelihood of hiring other available spaces for your event?  (select as many as required) | Studio Theatre | Conference Room | | Creation Space |

**Please return your completed form to** [**TheatreHires@eastleigh.gov.uk**](mailto:theatrehires@eastleigh.gov.uk) **and we will be in touch soon to discuss your enquiry further.**