



## Event Booking Form

Office Use Only		
Quoted	Confirmed	Invoiced
Team: _____		

### Organisation Details

<b>Organisation Name:</b>	<b>Postal Address:</b>
<b>Contact Name:</b>	<b>Phone:</b> <b>Email:</b>

### Event Details (please circle)

<b>Workshop - one off</b>	<b>Workshop - ongoing</b>	<b>Performance</b>
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<b>Event Name:</b>	<b>Date:</b>	<b>Event time:</b>	<b>Address:</b>
<b>Workshop/performance time/s:</b>	<b>Length of workshop/performance:</b>	<b>Will you provide sound equipment?:</b>  Yes / No	<b>Expected number of attendees:</b>
<b>Please provide a brief description of the event space (flooring available, indoor/outdoor etc):</b>			
<b>Please provide a brief description of the event (feel free to include a link to any promotional websites):</b>			

**By completing and returning this form you agree to our terms and conditions (see page 2).**



## Event Booking Form

### **Terms and conditions:**

Once we have received your completed booking form we will provide a quote, subject to our availability. Please ensure you include all relevant information in the event description as there may be factors that affect the cost.

A 50% deposit is required upon confirmation- your booking will not be secured until this has been received.

Remaining 50% of payment is required upon completion of the event.

A 25% cancellation fee will apply should you cancel this booking within 30 days of the event.

Although all Kulture Break staff hold current WWVP cards, unless otherwise discussed event staff must be present at all times.