**Venue Hire Enquiry**

|  |  |
| --- | --- |
|  | |
| **Name** |  |
| **Contact details** | Phone: |
| Email: |
| **Event Title** |  |
| **Company** |  |
| **Location** | Attenborough Arts Centre, Lancaster Road, Leicester, LE1 7HA |
| **Event Dates & Times**  Consider set up /tidy up within timeframe. |  |
| **Max no. Attendees** |  |
| **Event Brief**  Outline what will be taking place during hire? |  |

|  |  |
| --- | --- |
| **Are you enquiring on behalf of a Charity?** | |
| Yes |  |
| No |  |

|  |  |
| --- | --- |
| **University of Leicester:**  **Discounted rates available** | |
| Employee |  |
| Student |  |

Please tick what you might need:

|  |  |
| --- | --- |
| **Resources £5**  **Per session** | |
| Cables (incl HDMI and VGA) |  |
| Flip chart and pens |  |
| Beanbags |  |
| Seating bank |  |
| Lectern |  |
| Yoga Mats |  |

|  |  |
| --- | --- |
| **Equipment £15**  **Per session** | |
| Projector |  |
| Laptop |  |
| Speakers/sound system use |  |
| Microphone |  |
| Use of lighting rig (will require Technician) |  |
| Stage (will require Technician |  |

|  |  |
| --- | --- |
| **Catering** | |
| Information on catering required | Yes or No |

|  |  |
| --- | --- |
| **Staffing:**  Main hall or large events | |
| Technician required (£150 per day) |  |
| Duty Manager required (£15 per hour) |  |

|  |
| --- |
| **Any additional information related to booking:** |
|  |

Please return this form to: hireattenborough@leicester.ac.uk

We will be in touch shortly to let you know if we can accommodate your request.