**Venue Hire Enquiry**

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| **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?  |  |

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

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

Please tick what you might need:

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

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

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

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

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