



HOSPITAL RADIO HILLINGDON EVENT BOOKING FORM

Date:	Start/finish times:	Access time:
Type of Event (Concert/Fete etc):		
Venue Address:		
Organisation contact:		
Organisation Name:		
Organisation Address:		
Contact telephone number :		Email:
Name of on site contact on the day if different from above :		
This contacts telephone number :		
Expected number of public:	Venue Terrain: <i>Grass/Concrete/Hall</i>	
Will you be supplying our volunteers with free Refreshments e.g. Tea/coffee? Please give details:		
Electricity supply from you will be:	Mains 240v	Generator

What we will supply: Sound equipment consisting of the following

- A mixing Console
- 2 x lead Mics & 1 x Radio Mic
- 1 x 200 watt amplifier & 2 x Speakers with stands
- 1 x Laptop. (Music for performers must be supplied on a USB storage stick)
- Selection of music covering 50 years

What you need to supply us:

- 1 x 13 Amp mains **EXCLUSIVE** supply (This may need to be a Generator if out of doors away from buildings. For Health and Safety Reasons the Generator needs to be cordoned off from the public and spike protected and have a jerry can with extra fuel)
- 2 x Tables
- Clear Vehicle Access to enable us to unload our equipment
- Information on where you want us to set up our equipment and any special requirements you might have.

Do you require anything in addition to the kit listed?

Extra Speakers (to cover additional areas at extra cost of £20) Yes / No
Anything not already mentioned (Please note that additional costs may apply)

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In the attached box please sketch a map of the site and where you would like us to set up our equipment on the day of the booking.

Please Sign and return this form to the address shown below together with your £40 deposit. Cheques made payable to Radio Hillingdon or BACS below

Please note it is your responsibility as the event organiser to obtain any licences that might be required from the relevant authorities for sound broadcasting i.e. PRS, PPL and Local Authority Entertainments License.

Signature.....

Return to:-

Fund-raising Co-ordinator
Hospital Radio Hillingdon
The Hillingdon Hospital
Pield Heath Road
Hillingdon,
Uxbridge. UB8 3NN.

Bank details for BACS transfers: **Acc:** Radio Hillingdon
Acc no.: 02533154
Sort: 30-98-91

For Radio Hillingdon use only			
Deposit received on:	/ /	BACS/Cash/cheque	Date given to Treasurer: / /
Balance received on:	/ /	BACS/Cash/cheque	Date given to Treasurer: / /