



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: Grass/Concrete/Hall	
Will you be supplying our volunteers with Refreshments e.g. Tea/coffee? Please give details:		
Electricity supply from you will be:	Mains	Generator

What we will supply

Sound equipment consisting of the following:

- Mixing Console
- 2 x lead Mics
- 1 x 200 watt amplifier
- Selection of music covering 50 years
- 1x Lap top. *(Music for performers must be supplied on a USB storage stick)*
- 1 x Radio Mic
- 2 x Speakers

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)*
- 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, (See map space below).

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)

.....
.....

In the attached box please sketch 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 £30 deposit made payable to **“Hospital Radio Hillingdon”**.

Signature.....

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

Return to:-

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

For Radio Hillingdon use only

Deposit received on:	/ /	Cash/cheque	Date given to Treasurer:	/ /
Balance received on:	/ /	Cash/cheque	Date given to Treasurer:	/ /