

St Marks *artSpace*

7 Castle Terrace, Edinburgh. EH1 2DP

Please reply to: **Edward Prince** 15 Clarendon Crescent. EH4 1PU.

Ref: B2

APPLICATION for VENUE SPACE .

I hereby apply for the use of St Marks *artSpace* as a Performance or Meeting Venue:

1. **NAME** of person responsible for the booking:

2. **FOR & ON BEHALF OF:** (Name of Company or Group)

3. **CONTACT ADDRESS:**

Postcode: Telephone Number:
e-mail address:

4. **NAME & TYPE** of performance or meeting:

Performing Rights Licence is required? Yes / No.

5. **DATES & TIMES** of slots requested:

DATES: TIMES: (Inclusive of set up & clearing time)

All slots are hired at a charge of £60 per slot, or £100 with Box Office facility. Please advise if St Marks Unitarian Church has agreed to give you a donation towards this or otherwise defray this charge.

Slot Times to be allocated are: 10.00 to 14.00; (Not Sundays)

14.00 to 18.00; 18.00 to 22.00hrs. 22.00 to 2359hrs (not Saturdays)

6. **TICKET SALES: I will make my own arrangements for ticket sales – OR -**

I agree to the following Box Offices selling tickets as shown. (Please delete as reqd.)

Usher Hall up to 50 seats; I will sell up to.....seats, for which I would like tickets.

St Mark's Box Office may sell the remaining seats up to a total of 200.

7. **SIGNED:**

Name in Capitals:

8. **APPLICATION DATED:**

9. **NAME of person to receive Payments from Box Offices for ticket sales.**

St Marks *artSpace* is a company limited by guarantee, incorporated in Scotland no. SC338397 and is recognised as a charity by The Office of the Scottish Charity Regulator, Charity no. SC039349.

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..... (if different from the applicant).

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