**BOOKING APLICATION FORM FOR THE USE OF ST PAUL’S ANGLICAN CHURCH IN ATHENS** *(hereinafter known as the CHURCH)*

**1# APPLICANT’S NAME**

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**2# APPLICANT’S CONTACT DETAILS *(Telephone, Mobile, E-mail)***

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**3# USER’S NAME (*If different from the Applicant*)**

*(Referred to as the USER hereinafter in the agreed Requirements for Use of the Church and signed Private Agreement for Use between the CHURCH and the USER, the USER is the person who signs the Private Agreement for Use, therefore he is fully responsible for the smooth organizing and running of the event, the compliance of all the instructions given by St Paul’s Events Coordinator and Concert Supervisor, the smooth communication with St Paul’s Events Coordinator and Concert Supervisor, the payment of the agreed fee in due course and the compliance of the signed Private Agreement for Use and Requirements for Use of the Church)*

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**4# USER’S ADDRESS**

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**5# USER’S VAT and ΤΑX OFFICE (*if in Greece*)**

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**6# USER’S CONTACT DETAILS (Telephone, Mobile and E-mail- *If different from the Applicant*)**

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**7# NAME(S) OF (ALL) PERFORMING ARTIST (S) OR GROUP OR ENSEMBLE OR ELSE (*Please provide us with a site link, written critics and more analytical information*)**

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**8# NUMBER OF PERFORMING ARTISTS OR GROUP OR ENSEMBLE OR ELSE**

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**9# NUMBER OF ENTOURAGE (*If applicable*)**

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**10# TYPE OF EVENT**

(Music, Theater, Art, Lecture, Book presentation, Garden event, Video recording or else)

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**A-IF MUSIC**- please write down the type of music and provide us with detailed information of 1) the programme 2)the instruments used and 3) the analytical technical rider of any sound, lighting, video recording, stage scenery or else equipment you need to utilize

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**B**-**IF THEATER**- please attach the script and write down a short paragraph describing the play. Please provide us with an analytical technical rider of any sound, lighting, video recording, stage scenery or else equipment you need to utilize

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**C**-**FOR EVERYTHING ELSE**- please provide us with more detailed information of the programme/form of your event and an analytical technical rider of sound, lighting, video recording, stage scenery, furniture and any other requirements you need to utilize indoors and/ or outdoors

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**11# NUMBER OF TECHNICAL STAFF** - please provide us with the exact number of technicians (sound, lighting, videorecording, photographer etc.) and supporting staff (steward, tickets handling, security, cleaner etc.) that are going to be inside the Church during the time of use

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**12# FREE ENTRANCE EVENT OR TICKETS EVENT OR PRIVATE EVENT WITH INVITATIONS OR RETIRING COLLECTION EVENT**

**A-IF A FREE ENTRANCE EVENT**, please fill in the amount you would like to donate to the Church and for what charity it is

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**B-IF A TICKETS ISSUING EVENT**, please write down information about tickets prices, presale information (site and telephone), and any other internet links and telephone number for inquiries

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**C-IF A PRIVATE EVENT WITH INVITATIONS**, please write down more information about the provider of the invitations and contact details

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**D-IF A RETIRING COLLECTION EVENT**, please indicate it here (*Please notice that the retiring collection is donated to the Church*)

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**13# SPONSORS**

Please provide us with information about the sponsors, products, posters, presentation equipment etc. you may have on display or served during the event- For food and drinks, please indicate the timetable of use

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**14# DATE OF USE**

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**15# EVENT’S STARTING TIME AND DURATION**

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**16# TOTAL TIME OF USE OF THE CHURCH ON THE DATE OF USE**

*(Please notice that you are allowed to maximum 3 hours prior to the event commencement time and 3 hours after the event’s commencement time unless a different timetable is agreed for the date of the event. For more than 6 hours of use, there is an hourly charge)*

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**17# EXTRA REHEARSALS OR PREPARATION TIME**

*(Please write down any other dates you may want for extra rehearsals and the time of use)*

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**18# DONATION FOR USE AND DEPOSIT**

*The donation fee is agreed after processing the information of this application form and checking out the dates availability. By accepting the application, a deposit of 50 euros payable into the Church’s bank account confirms ONLY PARTLY the booking.*

***The final booking is confirmed with the signing of the Private Agreement for Use and the agreed Requirements for Use of the Church between the CHURCH and the USER.*** *If no deposit is paid, the Church reserves the right to offer the date to another User. The deposit is nonrefundable if any cancellation by the USER is received less than one month prior to the date of use. Any deposit that the Church needs to return to the USER but hasn’t been claimed from the USER within a month from the date of cancellation, the Church reserves the right to keep it without any further notice.*

*\*Please notice that all the information should be provided through this application form and not on a separate e-mail. Applications that are not complete will be returned back to the Applicant for further fill in, causing delays to their procession. The USER needs to send this Booking Application Form of Use to the Church at least one month prior of the event.*

**19# DATE AND APPLICANT’S NAME**

**....................................................................................................................................................**

I fully confirm that I have given all the necessary and correct information for the booking of St Paul’s Anglican Church in Athens for my event as described above.

**I fully confirm that the final booking will be made after the proceeding and approval of this application, the payment of 50 euros deposit via bank transfer and the sign of the Private Agreement and the Requirements for Use of the Church.**

**Signed**

**USER’S OFFICIAL STAMP**