**BOOKING APPLICATION FORM**

**FOR THE USE OF ST PAUL’S ANGLICAN CHURCH IN ATHENS**

*(hereinafter known as the CHURCH)*

*Please fill in all the spaces provided and applying to you or your application will be returned as incomplete*

**1# APPLICANT’S NAME**

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

**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 and the Booking Application Form, therefore he is fully responsible for the smooth organizing and running of the event, the correct information provided, 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, Concert Supervisor and Church Representatives, 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)*

**4# USER’S ADDRESS**

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

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

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

**8# TOTAL NUMBER OF PERFORMING ARTISTS OR GROUP OR ENSEMBLE OR OTHER**

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

**10# SELECT THE TYPE OF EVENT**

Music □

Theater □

Art event □

Lecture □

Book presentation □

Garden event □

Video recording □

Fashion show □

Photographic shooting □

 Other (Please give more details) □…………………………………………………………….

**A-IF MUSIC**-please write down 1) the type of music and provide detailed information of 2) the programme, 3) the instruments used and 4) the analytical technical rider of any sound, lighting, video recording, stage scenery or other technical equipment required indoors and/or outdoors

**B**-**IF THEATER**-please attach 1) the script and write down 2) a short paragraph describing the play. Please provide us also with 3) the analytical technical rider of any sound, lighting, video recording, stage scenery or other technical equipment required indoors and/or outdoors.

**C**-**FOR EVERYTHING ELSE**-please provide us with 1) more detailed information of the programme/form of your event and 2) an analytical technical rider of sound, lighting, video recording, stage scenery, furniture and any other technical requirement required indoors and/or outdoors.

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

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

**A-IF A FREE ENTRANCE EVENT**, please fill in the amount you would like to donate to the Church and the name of the charity applied to

**B-IF A TICKET ISSUED EVENT**, please write down information about the ticket prices, presale information (site and telephone), and any other internet links and telephone numbers for information

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

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

**E-IF OTHER,** please indicate it here and write down more information

**13# SPONSORS and CATERING**

Please provide us with information about any sponsors, products, posters, presentation equipment etc. you may have on display or served during the event. For catering, please indicate the timetable of use and the technical equipment used for it.

**14# DATE OF USE**

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

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

*(Please notice that you are allowed a maximum 6 hours of use on the date of your event. For more than 6 hours of use, there is an extra hourly charge)*

**17# EXTRA REHEARSALS OR PREPARATION TIME and STORAGE FACILITIES**

*(Please write down any other dates and time you may want for extra rehearsals and the time of use. For any other date/time booking for rehearsals, preparation etc. there is an extra charge per day. Please state if you need to store any equipment at the church (list of equipment and dates))*

**18# DONATION FOR USE AND DEPOSIT**

*The donation fee is agreed after processing the information on this application form and checking out the dates availability. On acceptance of the application, a deposit of* ***100 euros*** *is 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 by the USER within a month from the date of cancellation, the Church reserves the right to retain it without any further notice.* ***The deposit is active and in use for the current academic year ONLY.***

*\*Please note that all information should be provided through this application form and not on a separate e-mail. Applications that are not complete will be returned to the Applicant for completion, causing delays to their approval. The USER must send this Booking Application Form of Use to the Church* ***at least*** *one month prior to the event. All the given data are confidential.*

*Ι agree and confirm the above*

***SIGNATURE\_USER’S NAME***

**19# DATE AND USER’S NAME**

DECLARATION: 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 100 euros deposit via bank transfer and the signing of the Private Agreement and the Requirements for Use of the Church.**

*Application date*

**Signed by the USER**

**USER’S OFFICIAL STAMP**

*Updated November 2022*