

Events Booking Form **Please return to Hires@macbirmingham.co.uk**

**PLEASE NOTE THAT FOOD ORDERS MUST BE MADE AT LEAST 10 DAYS IN ADVANCE
LATEST ORDER IS 3 WORKING DAYS BEFORE THE EVENT (SUBJECT TO CHECK WITH THE EVENT TEAM)**

All our up-to-date information (including catering menus, FAQ and maps) are available here: <https://macbirmingham.co.uk/hire/useful-information>







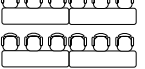
Date Completed		Contact on the day & arrival time	
Form Completed by		Attendance	
Event Date		Telephone Number	
Event Name		Email Address	
Purchase Order No			
Address		Invoicing Address	
	Time	Location/Room	→ → Catering Requirements (i.e. hot drinks, food and drinks)
Event Starting (if any)			→ →
Mid-morning Break (if any)			→ →
Other Break (if any)			→ →
Lunch Time (if any)			→ →
Early Afternoon (if any)			→ →
Mid Afternoon (if any)			→ →
Finishing Time (if any)			→ →
Event-Running Order Please attach to email if easier/more practical			
Event General Notes i.e. Delivery Notes			

Midlands Arts Centre

Registered Office:
Cannon Hill Park, Birmingham,
B12 9QH

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W www.macbirmingham.co.uk/hires

Registered company no. 718349
Registered charity no. 528979
VAT no. 818 2851 16







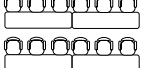
Room/Location 1						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Classroom		
	<input type="checkbox"/>	Other, please add details ➔				
No Top Table	Top Table for 1	Top Table for 2	Top Table for 3	Top Table for 4	Top Table for 5	Top Table for 6
X	Items	Qty	Cost ex vat	Notes and Comments		
	Projector		£75.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
	Large LCD Screen		£50.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
	Laptop		£50.00	We offer a standard Microsoft laptop with the standard office package		
	Flipchart and Pens		£15.00	Included for conferences and meetings hires NOT Included for dance and music rehearsals/bookings		
	WIFI Unique Network		£50.00	Standard WIFI is available across the building. The WIFI name is MAC EVENT - The password is Macarts2019!		
	Wired Internet		£50.00			
	Remote Clicker		£15.00	Presenter clicker to advance slides		
	Wired Microphone		£15.00	Only suitable in the Foyle, Theatre, Performance, Randle, English and Hexagon		
	Wireless Microphone		£30.00	Only suitable in the Foyle, Theatre, Performance, Randle, English, Hexagon and Deloitte Room		
	Lapel Microphone		£40.00	Only available when a Technician is booked as part of the package When no technical support is included; extra Technical Staff Costs will apply - Starting at around £100.00 per day		
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





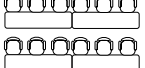
Room/Location 2						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Classroom		
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





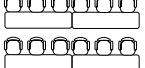
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Room Signage (if different)		Room Attendance (if different from main)				
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Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
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





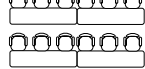
Room/Location 4						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
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	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Classroom		
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





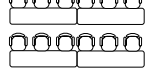
Room/Location 5						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
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	<input type="checkbox"/>	Other, please add details				
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





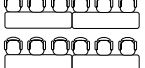
Room/Location 6						
Room Signage (if different)		Room Attendance (if different from main)				
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	Large LCD Screen		£50.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
	Laptop		£50.00	We offer a standard Microsoft laptop with the standard office package		
	Flipchart and Pens		£15.00	Included for conferences and meetings hires NOT Included for dance and music rehearsals/bookings		
	WIFI Unique Network		£50.00	Standard WIFI is available across the building. The WIFI name is MAC EVENT - The password is Macarts2019!		
	Wired Internet		£50.00			
	Remote Clicker		£15.00	Presenter clicker to advance slides		
	Wired Microphone		£15.00	Only suitable in the Foyle, Theatre, Performance, Randle, English and Hexagon		
	Wireless Microphone		£30.00	Only suitable in the Foyle, Theatre, Performance, Randle, English, Hexagon and Deloitte Room		
	Lapel Microphone		£40.00	Only available when a Technician is booked as part of the package When no technical support is included; extra Technical Staff Costs will apply - Starting at around £100.00 per day		
	Lectern and Microphone		£30.00	Included for conferences and meetings hires in the Theatre, Foyle, Hexagon, Performance, Randle and English Rooms		
	Metal Lectern		£15.00	Included for conferences and meetings hires in the Theatre, Foyle, Hexagon, Performance, Randle and English Rooms		
	2M X 1M Exhibition Panel		£20.00			

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Registered company no. 718349
Registered charity no. 528979
VAT no. 818 2851 16







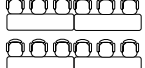
Room/Location 7						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Classroom		
	<input type="checkbox"/>	Other, please add details ➔				
No Top Table	Top Table for 1	Top Table for 2	Top Table for 3	Top Table for 4	Top Table for 5	Top Table for 6
X	Items	Qty	Cost ex vat	Notes and Comments		
	Projector		£75.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
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





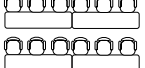
Room/Location 8						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes	
	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Boardroom		
	<input type="checkbox"/>	U Shape with Tables	<input type="checkbox"/>	U Shape no Tables		
	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Classroom		
	<input type="checkbox"/>	Other, please add details ➔				
No Top Table	Top Table for 1	Top Table for 2	Top Table for 3	Top Table for 4	Top Table for 5	Top Table for 6
X	Items	Qty	Cost ex vat	Notes and Comments		
	Projector		£75.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
	Large LCD Screen		£50.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
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Room/Location 9						
Room Signage (if different)		Room Attendance (if different from main)				
Cabaret	Theatre	Banquet	U Shape & Table	U Shape no Table	Boardroom	Classroom
						
Room Layout (Tick as required)		<input type="checkbox"/> Cabaret	<input type="checkbox"/> Banquet	Other Rooms, Furniture and/or AV/Technical Requirements Notes		
		<input type="checkbox"/> Theatre	<input type="checkbox"/> Boardroom			
		<input type="checkbox"/> U Shape with Tables	<input type="checkbox"/> U Shape no Tables			
		<input type="checkbox"/> Reception	<input type="checkbox"/> Classroom			
		<input type="checkbox"/> Other, please add details ➔				
No Top Table	Top Table for 1	Top Table for 2	Top Table for 3	Top Table for 4	Top Table for 5	Top Table for 6
X	Items	Qty	Cost ex vat	Notes and Comments		
	Projector		£75.00	Included for conferences, meeting and hospitality hires NOT Included for dance and music rehearsals/bookings		
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