



Title of Event

Organisation
Contact Name
Address
Post Code
Telephone
e-mail

Name and Address for Invoice (if different)

Event Details Day: Start Time: Expected numbers attending:
Date: End Time:
Set Up From: Public Enter at: Clear from Venue by:

REHEARSALS - Timing is to include setting up and clearing
All rehearsals must be clear 45 minutes before any Cathedral service.
Evening rehearsal: building to be cleared by 10.00 pm.
Rehearsals on Saturdays must be between 12.15 pm and 3.15 pm

Times of Rehearsals
Date: Start: End:
Date: Start: End:

Brief Description of Event (Type of event, service, function, concert; content of performance, charity, diocese, corporate)

Are there any special features? (e.g. Guest speakers, performers, VIP guests)

Will you be bringing any special equipment? (e.g. Musical instruments, sound systems, lighting)

Any special requirements? (e.g. Tiered staging, allocated or unreserved seating, ticket printing, screen & projector, piano)

Catering Enquiry - please see Form 2
Group Tour Enquiry - please see Form 3

For Office Use:
Event Approved / Rejected
Signed:
Dated:

I have read and understood the Cathedral's Booking Terms and Conditions:
Signed
Print Name
Date

Reason for Rejection / Special Conditions

Please return this form by e-mail to: events@chestercathedral.com
or by post to: Events Manager, Chester Cathedral, 12 Abbey Square, Chester, CH1 2HU
Telephone enquiries: 01244 500978

You will be contacted by the events manager to discuss the details of your enquiry and a guide to the likely costs.
All events in the Cathedral are subject to approval.
Once confirmed, any deposits paid may not be refunded and changes to requirements may incur additional charges.