

# COURTYARD STUDIOS

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## Studio Booking Confirmation

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Your Ref/Prod No: \_\_\_\_\_

Production Name: \_\_\_\_\_ Production Dates: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Nature of Production: \_\_\_\_\_

Approx number of production personnel and cast on site: \_\_\_\_\_

Approx number of vehicles: \_\_\_\_\_ HGVs: \_\_\_\_\_ Approx length of day/call time: \_\_\_\_\_

**Other areas required:** Production office  Make up/hair room  Green Room  Equipment Hire

Set building workshop  Accommodation  Catering  Apache Lighting Hire (on site)

Exterior Locations  Rehearsal Room  Transport to/from station  Add'itional Furniture

**Additional Services:** Lighting & Camera crews  Lighting/DOP services  Video editing/SFX

Set building/Model Making  Make up/Stylist booking  Model/Talent booking  Home economists

Props/Costume hire  Other (please specify)  \_\_\_\_\_

Any other requirements we may help you with (please specify) \_\_\_\_\_  
\_\_\_\_\_

Please make us aware of: Minors / Animals / Elderly / Disabled / Motor Vehicles / Naked Flames / Explosives / Armourers / Smoke / Pyrotechnics / Prop Hazards / Working at Height / Heavy Loads: YES/NO

If Yes give brief details: \_\_\_\_\_

Insurance Details: Name \_\_\_\_\_ Public Liability Cover: £ \_\_\_\_\_

(Courtyard Studios requires min £ 1 million cover) Copy of your Insurance policy attached: Yes/No

How did you hear of Courtyard Studios: \_\_\_\_\_

I have read Courtyard Studios Terms & Conditions for hire and agree to be bound by them

**Authorised Signature:** \_\_\_\_\_ Print Name: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please send or fax completed form to Paul Dixon on FAX 01622 880991. A deposit of 50% is required to secure the booking. Balance to be paid in full 7 working days before first day of production. Please make all cheques payable to Courtyard Studios.

Tel: 01622 880990 (24 hrs)

e: info@courtyardstudios.co.uk

www.courtyardstudios.co.uk

Courtyard Studios, Hollingbourne House, Hollingbourne, Kent ME17 1QJ

**APACHE**  
Lighting