

Chivenor Military
Ladies *choir*

Initial Enquiry Booking Form

This form allows Chivenor Military Ladies Choir to understand your expectations for your proposed event.

The details you provide will enable our events co-ordinators to present your proposal to the committee team, in order that we can determine whether we are able to commit to your event at this time

We endeavour to respond to all requests in a timely manner and you should hear back from our events team within 24hrs to acknowledge receipt of your enquiry form. We aim to reach a decision on all enquiries within 14 days, as to whether we are able to attend your event. Please be aware, however, that all our singers, and committee members, are volunteers and, as such, sometimes delays do occur and we apologise if your wait is a little longer than expected"

We would be grateful if you could complete the following form and return it to:

eventschivenormilitarywives@gmail.com.

Any highlighted areas in green need to be completed

Your Name:			
Name of Organisation or promoter			
Contact Details	Landline:		Mobile:
	Email:		Other:
Date of Proposed Event			
Start Time:		Approximate End Time:	
Venue Name & Address			
Event Title			
What is the event promoting/supporting?			
Type of Venue (indoor, outdoor, marquee, church.....)			

<p>Facilities at venue</p> <p>Piano Sound System Microphones Toilet Rehearsal area Dressing room</p>					
<p>What would you like us to do at your event?</p>	<p>Sing <input type="checkbox"/></p>	<p>Talk/Speaker/presentation <input type="checkbox"/></p>	<p>Representative <input type="checkbox"/></p>	<p>Other <input type="checkbox"/></p>	
<p>Ticket Prices</p>	<p>From</p>	<p>£</p>		<p>Box Office Details</p>	
	<p>To</p>	<p>£</p>			
<p>Where will you be selling the tickets?</p>					
<p>Any Other Info: Including PRS, PPL & CCLI Details where applicable</p>					

<p>Duration of performance or number of songs required?</p>	<p>ie..½ hour</p>	<p>Do you have any specific song* requests? *Please note that whilst we have a very large catalogue we are happy to learn songs specific to your cause. This, if relevant, will be reflected in your quote.</p>	
<p>Type of Programme or Style of music you require?</p>		<p>Is there any extra information you wish to supply regarding performance specifically?</p>	
<p>Promotional material Very important.</p>	<p>Please ensure all advertising and promotional material has been approved in writing by our events team, prior to use. We will be very happy to send a write up and logo and/or photos, on request"</p>		<p>Ask the event organiser for.....</p>

Our fees

The Chivenor Military Ladies Choir respectfully asks you to cover our costs and out of pocket expenses for our ladies, as this enables the choir to continue providing a fair service to support other great causes, charities and the general public. Furthermore, it aids us to continue giving vital support and welfare to women within the military community. **Actual costs** are done on a case by case analysis, due to your different needs or requirements. Once we have the information specific to your event we will get back to you with the costs that we will need to be included, before anything can be agreed in principle. We have included a list of things for you to consider, where essential costs are **in bold**, the others are dependent on the event type and requirements.

Musical Director Fees			
Pianist Fees			
Transport of the Choir <small>Fees are variable due to location venue Please indicate which option you prefer</small>	Coach/train Own cars, Fuel added to fees.		Number of ladies required:
Donation			
Bottled Water, Light refreshments	<i>We do request that bottled water is provided (and light refreshments for longer concerts) NB For charity events ladies will generally provide their own.</i>		
Subsistence			
Accommodation	<i>If needed, To be discussed separately.</i>		
Any other comments or continuation that you think that may help us give you the best event!!			

Payment Terms

Amount When Due

Deposit (non-refundable)

Balance

Cancellation

Should the performance need to be cancelled by you (the Client), the deposit is non-refundable and the following conditions also apply:

- a. More than 60 days – 25% of the total fee will be due
- b. Less than 60 days but more than 14 days – 50% of the total fee will be due
- c. Less than 14 days – 100% of the total fee will be due

The Client shall not be required to pay (and any payments already made will be returned) if the performance is cancelled for any reason by the Choir.