



**SOMEONE-AT-THE-DOOR SAMBA BAND**  
 someoneatthedoor@hotmail.co.uk



**BOOKING FORM**

Thank you for your enquiry. To help us prepare and ensure your event runs smoothly, please read the attached notes and complete this form. This document is confirmation of the verbal contact.

**The Event**

1. Event title/type: .....
2. Event date & times: .....
3. Type of performance: static / parade / stage / float / other: \* .....
4. Performance details: Session 1: at .....am/pm for ..... minutes  
 Session 2: at .....am/pm for ..... minutes  
 Session 3: at .....am/pm for ..... minutes

**Venue and access**

1. Venue name & address: .....
2. Size of performance area (if appropriate): .....
3. Access to the venue will be via: .....
4. Arrival time for band members: .....
5. Number of car park spaces available: ..... / a drop-off point is available \*
6. Rehearsal space is / is not \* available      7. Directions to the venue are / are not \* attached

**Fees**

1. The agreed fee for the performance is:      £ .....

**Event Organiser**

1. Name: .....
2. Title: .....
3. Address: .....
4. Telephone: .....
5. Email: .....

I confirm that the details above are correct:

Signed:

Date:

\* please delete as appropriate



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## NOTES

1. When playing static sessions, the minimum performance space/stage size required is 30' x 30' (10m x 10m).
2. In order to deliver large instruments as close to the venue as possible, the band require at least three free/reimbursable car park spaces. Should venue design make this impossible, a suitable dropping-off point needs to be made available.
3. It would be helpful if there were storage facilities for the large instruments between performances.
4. Please provide information on access arrangements, directions and road restrictions at the time of booking or at least three weeks prior to the event.
5. It would be helpful to have a suitable space for the band to have a 10 to 15-minute warm-up prior to the first performance.
6. The standard fee includes two 30-minute or three 20-minute sets. Additional performances are negotiable.
7. Someone at the Door has different event administrators for each event. Your administrator is:

.....

Who can be contacted on:

.....  
.....  
.....

Please return the booking form to this event administrator.

8. If any of the details you provide on this form change, please contact the event administrator immediately.
9. Please let the administrator know if you want some band publicity or if Someone at the Door can help in the promotion of your event in any way.