

## MAKE SPACE

### BOOKING ENQUIRY FORM AND AGREEMENT

Please download and complete this form directly to the Hub you would like to book space in with reference to the MAKE SPACE Initiative via email. Details of how to book spaces for each Hub can be found here. Please note that completion of this form does not guarantee space, you will hear directly from the Hub if your request is successful.

Name:		Email:	
Contact Number:		Postcode:	
Which Hub would you like to book space in?			

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1. Which Date(s) would you like to book the space?

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2. Time/number of hours?

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3. Space Preferred?

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4. Activity Planned (*Please note any commercial activity will not be considered*):

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5. Number of people anticipated:

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6. Any access needs?

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7. Why are you applying for the MAKE SPACE Initiative?

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8. What value will it provide to your artistic development and/or the community?

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9. Have you already applied for the MAKE SPACE Initiative at another Hub at another time?

# BOOKING AGREEMENT

***For your request for space to be considered, you must agree to the following:***

I agree...

1. Not to use the hired space for commercial purposes or activity.
2. the proposed activity being undertaken has creative, community, or cultural value.
3. To respect the selected Hub, communicate effectively, and to adhere to the booking requirements and terms and conditions of the venue.
4. To provide feedback to the Network, and for my activity to be shared in communication around the Creative Community Hubs Network and with the City of Edinburgh Council.
5. It is understood the planned activity will not be recognised as part of the venues own programme.
6. That the Hubs reserve the right to not accept my booking request.
7. That any cancellations must be communicated in advance, or future bookings may be cancelled or not considered.

Name:

Signature:

X

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Date:

The Creative Community Hubs Network is funded by the City of Edinburgh Council, with WHALE Arts as lead partner. The project and network activities are facilitated by Eva McKenzie (WHALE Arts) and Morvern Cunningham (freelance creative).

