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| **LIBRARY INFORMATION FORM**  Please complete the following information about your library service as fully as possible. This information will be used by artists and touring companies to prepare them for touring to your libraries. | |
| **LIBRARY DETAILS:** |  |
| Library Name and Service: |  |
| Main Contact Name: |  |
| Second Contact Name: |  |
| Full Postal Address: |  |
| Telephone number (main): |  |
| Telephone number (secondary): |  |
| Website: |  |
| Email Address (main): |  |
| Email Address (secondary): |  |
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| **EVENTS PROGRAMME INFORMATION:** |  |
| Is there somewhere private for artists to get ready? |  |
| Is there a toilet for artists to use? Preferably a key card/access will be given to artists. |  |
| Which member of staff is available on the day of arts events? Give name and role. |  |
| Does the library have free printing facilities for the artists? If charged, how much? |  |
| Do you collect your own evaluation and if so, how do you go about it? |  |
| Are you able to share marketing and promotion for arts events, printed and online? |  |
| How do you sell tickets for arts events? |  |
| What is your ticketing structure? |  |
| Library’s audience capacity? Consider how many chairs there is access to. |  |
| What facilities are available at your library?  Arts event facilities:  blackout curtains/blinds  movable shelves with enough staff to move  ceiling of at least 2.5 metres  speaker/PA system  projector, screen and laptop  power supply and extension leads  Wi-Fi | Access facilities:  car park with accessible parking  accessible toilets  wheelchair access in all parts of library  loading area  other………………………………………………….  ……………………………………………………………… |
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| **EVENT-SPECIFIC INFORMATION:** |  |
| Name of event/show taking place: |  |
| Date of event/show: |  |
| Start time of event/show: |  |
| Where will the event be taking place? (e.g. outbuilding/centre of library, by shelves, separate events room) |  |
| Dimensions of the space including ceiling height |  |
| Will the library be open to the general public at the time of the event, or just ticket holders? |  |
| Will there be any other groups using the library at the time of the event? |  |
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| **INSURANCE AND LICENCES:** |  |
| The touring company must provide adequate insurances including public liability and obtain, in respect of the production, all necessary licenses, including permissions and pay all copyright royalties. | |
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