

# VENUE LOUGHBOROUGH TOWN HALL

## **Show in a Week 2021 Application Form**

Please clearly indicate which workshop you would like to book.

**Week 1 - Aladdin; 27th July - 31st July 2021 Age 6-11yrs**

Performance Workshops

**Week 2 - Chitty Chitty Bang Bang ; 2nd August - 6th August 2021**

**Age 11-16yrs**

Performance Workshops

***Please note: partially completed forms will not be accepted. Please make sure you fill in every part of the form.***

### **Your details**

**Name of child**.....

**Address:**.....

.....

**Postcode:**..... **D.O.B.**.....

**Age (as of 27th July 2021)**.....yrs.....months

**Name of parent/guardian**.....

**Tel No:**..... **Emergency Tel No**.....

**Email:**.....

### **Your Friends**

If you would like to be in the same group as a friend or brother / sister, please write their names below. We can't promise we can but we will try. Please be aware that groups are split according to age

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**Note for the parent/guardian of the participating child:**

Should your child have any access or support needs, we will contact you to discuss your child’s individual requirements and the potential limitations of the building. If you need any guidance or advice then please contact our Box Office on 01509 231 914.

**Does your child have any particular needs or access issues that may require additional support? This includes any medication/allergies etc.**

**(Please detail:)**

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**Failure to disclose all information at this stage may prevent your child being accepted onto the scheme.**



## **Payment**

Payment can be made either in person at the Town Hall Box Office or over the phone on **01509 231914**.

If paying by cheque, please make payable to **Charnwood Borough Council**.

Please include a cheque if submitting an application form by post.

**TOTAL AMOUNT TO BE PAID: £.....**

**Fees: £105.00 per child**

**Please note that we require one application form and payment**

## **What to do next....**

Please send completed forms, with payment, by post or in person to:

Show In A Week 2021  
Loughborough Town Hall  
Market Place  
Loughborough  
LE11 3EB

Alternatively you can email your application to **box.office@charnwood.gov.uk** and we will then contact you to arrange payment.

**Once a place has been confirmed for your child, a confirmation of that place will be sent to you.**

PLEASE NOTE: The final date for applications is **Friday 23rd July 2021**, and applications will be dealt with on a first come, first served basis.

Full Information Packs for **Show in a Week** will be emailed to you approximately 2 weeks before.

### **Covid-19 Safety Measures**

Loughborough Town Hall will continually review the Covid-19 precautions required during this activity in order to ensure children, staff and audiences are protected.

Full information regarding what steps may be needed will be highlighted as part of the Information Pack sent to parent(s)/ guardian(s) in advance.

### **Refunds/Cancellations**

No refunds are available if a child chooses to leave **Show In A Week** once the workshops have commenced.

Any cancellations before the start of the workshops are subject to a £50.00 cancellation fee.

We ask that anyone with symptoms of Covid-19 or who has been instructed to self-isolate for a period which would include any part of the workshop week, does not attend.

Should this occur, please let us Box Office know as soon as possible. A refund may be issued for any remaining course fees on a daily pro-rata basis.

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All adults with access to children during the workshop are fully DBS checked and approved to work with young people.

Children failing to adhere to the **Show In A Week** behavioural contract may be excluded from the workshop. Under these circumstances no refund will be given.

*Charnwood Borough Council, and by extension Loughborough Town Hall, will not use or process personal information in any way that is incompatible with its notified purposes or in any other way that would constitute a breach of Data Protection law. For full details on the privacy policy please check:*

*<http://www.loughboroughtownhall.co.uk/privacy>*