

# VENUE LOUGHBOROUGH TOWN HALL

## **Show in a Week 2025 Application Form**

- Please clearly indicate which workshop you would like to book.
- **Week 1: Matilda - Mon 21 - Fri 25 July - 7yrs - 17yrs**
- **Week 2: Beauty and the Beast - Mon 28 July - Fri 1 Aug - 7yrs - 12yrs**
- **Week 3: FAME - Mon 4 - Fri 8 Aug - 12yrs - 17yrs**
- **Week 4: Frozen - Mon 11 - Fri 15 Aug - 7yrs - 12yrs**

### **Your details**

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

**Address:**.....

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

**Age (as of 1st July 2025)**.....**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 this 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.

Please provide as much information as possible so that we are able to support your child throughout the sessions and ensure they have an enjoyable experience.

**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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## **Payment**

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

Please make cheques payable to **Charnwood Borough Council**.

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

**TOTAL AMOUNT TO BE PAID: £.....**

**Fees: £135 per child**

**£125 Sibling Price**

**(For sibling places booked for the same week)**

**Please note that we require one application form and payment per child to confirm a booking.**

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

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

Show In A Week 2025  
Loughborough Town Hall  
Market Place  
Loughborough  
LEICS  
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 closing date for applications is **Friday 18th July 2025**, and applications will be dealt with on a first come, first served basis. We advise early booking as these workshops often sell out in advance.

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

### **Refunds/Cancellations**

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

Any cancellations before the start of the sessions are subject to a £50 cancellation fee, if cancelled over 1 month before the workshop start date.

A £100 cancellation fee will be charged if a place is cancelled less than one month before the workshop start date.

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

Students failing to adhere to the **Show In A Week** behavioural contract will 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>*

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