### UCL CHAMBER MUSIC CLUB

Honorary President: Professor John Irving

Request Form

for hire of the **Steinway Piano**

Haldane Room, Wilkins Building, North Cloisters, UCL

|  |  |
| --- | --- |
| **Date required** |  |
| **Time required** **(from – to –)** |  |
| **Name of organiser** |  |
| **Contact details of person signing out piano key (if different from the name of the organiser)** |  |
| **UCL dept. or student society****(if applicable)** |  |
| **Name of Event** |  |
| **Contact email for organiser** |  |
| **Phone number/s for organiser** |  |
| **Any additional information?** |  |
| **\*Cost £**  |  |
| **Method of payment:*** **Cheque or BACS**
* **MyFinance transfer (if UCL department)**
 |  |

Please email this request form to the CMC Chair Andrew Fisher: andrew.fisher@ucl.ac.uk

**Please note** that a booking is **not** confirmed until an email to that effect has been received.

**Method of Payment:**

* **BACS:** email the Treasurer Sergei Chebankov sergei.chebankov.cmc@gmail.com for Bank details
* **Cheque:** cheques to be made payable to “*UCL Chamber Music Club*”, email the Treasurer to arrange where to send it
* **MyFinance transfer:** email the Treasurer with MyFinance PTAE code if internal department

\*UCL Student Societies - £5p.h. (or part hour) up to 5hrs, whole day £30

 Staff / Departments - £10p.h. (or part hour) up to 5hrs, whole day £60

 Non-UCL individuals / organisations - £50 for a half day (up to 4hrs), whole day £75