**BELGRADE THEATRE**

**KEEPING VISITORS SAFE**

Government guidance now requires us to keep a record of every visitor (over the age of 16) to the Belgrade. We require each member of your party to provide their contact details. Attendees will be checked on arrival and those who have pre-registered will get faster access into the building. As the booker we ask you collate this information, or pass it on to your party members with the correct booking reference, and then email it to us at boxoffice@belgrade.co.uk

*Your details will be kept securely, in line with GDPR regulations, not used for any other purpose and deleted after 21 days. For this reason contact information will need to be collected again for each additional visit.*

**Date attending:**

**Name of event:**

**Booking reference:**

**Booking in the Name of:**

**Number in party aged under 16:**

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| --- | --- | --- |
| **NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
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On arrival members of your party will in addition have the opportunity to ‘check in’ using the NHS-COVID-19 app if they wish to – please look out for the NHS QR code poster in our foyer. This is not a requirement and does not replace the requirement to pre-register attendees

Thank you for helping us to keep the Belgrade safe for all visitors.  Remember to bring your face covering! Further details on the Belgrade’s safety measures are available on our [website.](https://www.belgrade.co.uk/your-visit/keeping-you-safe/)

Thank you for taking time to complete this form. Please return to: boxoffice@belgrade.co.uk

April 2021