

# Name A Seat Application Form

## HOW TO COMMISSION YOUR PLAQUE

Simply complete and return this form to **fundraising@lighthousepoole.co.uk** or post to Fundraising, Lighthouse, Poole's Centre for the Arts, 21 Kingland Road, Poole Dorset BH15 1UG.

We will write to you to acknowledge your donation and confirm the details of the plaque. Direct Debits can be arranged over 10 months. Once payment is received the plaque will be installed within 30 days.

## I WOULD LIKE TO NAME A SEAT

- £500 – Concert Hall
- £250 – Theatre
- £250 – Concert Hall Choir Seats
- £150 – Sherling Studio
- £150 – Concert Hall Balcony
- £100 – Cinema

Preferred Seat number

I would like the following name engraved on the seat plaque

Line 1 (max 25 characters)

Line 2 (max 25 characters)

- Seat choice is on a first come first served basis.
- You can have a name of up to 50 characters on your plaque.
- Please note that Lighthouse reserves the right to approve and adjust final messaging on your plaque.
- Please note that seats are subject to availability and do not include any booking rights or any advanced booking privileges.
- Plaques will remain in place for ten years.

Your data will be held on our system for the purposes of administering your seat donation and to keep you informed of any developments in relation to that donation during the ten year term. From time to time we would like to contact you about events, ticket offers and opportunities to support our work as an arts charity.

Please tick if you are happy for us to do this via  email  via post

## GIFT AID

Using Gift Aid means that for every pound you give, Poole Arts Trust Ltd will receive an extra 25% from the HMRC, turning £10 into £12.50 and helping your donation go further.



I would like Lighthouse, Poole to treat all donations I have made in the past six years and all future gifts of money that I make from the date of this declaration as Gift Aid Donations, until I notify you otherwise. I understand that I must pay an amount of United Kingdom Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that Lighthouse, Poole will reclaim on my donations in that tax year.

## PAYMENT DETAILS

I would like to make a payment of:

I would like to pay by Direct Debit over 10 months

I would like to make a regular donation

I approve a telephone call to pay by credit/ debit card or to arrange a Direct Debit.

The best time of day to ring is:

Mornings  Afternoons  Evenings

## CONTACT DETAILS

Title First Name

Surname

Address

Postcode

Telephone

Email

Signature

Signature

Email