

Name a Seat Donation Form

Full name(s): _____

Address: _____

Postcode: _____ Telephone Number: _____

Email: _____



I would like to support the Belgrade Theatre by: *(please tick all the boxes that apply)*

- **Naming a Seat (£250)**
- **Sponsoring a Watch (£250)**
- **Naming a Box (£1000)**

Inscription to appear on seat(s) plaque/box door: _____

Name to appear on the watch face in the public foyer: _____

(up to 40 characters on each plaque and watch face)

I would like my named seat to be in **Main House / B2** *(please delete as appropriate)*

In order to acknowledge your support, we will publish the names of our **Members/Seat & Box donors** in a home-produced production programme. Please state the name you wish to be used for this acknowledgment:

If you wish your support to remain anonymous, please tick this box

Unless explicitly stated below, your donation will be used for the area of our work most in need of support, such as our community and education work, Making Memories campaign and general charitable objectives.

Payment method:

- I enclose a cheque made payable to Belgrade Theatre Trust for the amount of £ _____
- I wish to pay by Direct Debit or Standing Order and have completed the separate form
- I wish to pay by credit or debit card and will phone **024 7684 6758** to make the payment
-

Consent Settings

We will use the contact details provided on this form to administer your donation, which includes; updates on how your donation is making a difference and membership enquiries.

From time to time we would also like to contact you to keep you up to date on other ways you can support the theatre's fundraising, for which we require your consent. This consent will last for the duration of your support and you may change it at any time.

Please tick the relevant boxes to show your consent to being contacted by **POST** **EMAIL** **PHONE**

By ticking this box I confirm that I wish to Gift Aid my donation - and any donations I make in the future or have made in the past 4 years - to the Belgrade Theatre Trust.

I confirm I wish to Gift Aid **just this** donation to the Belgrade Theatre Trust

I confirm I wish to Gift Aid **this donation** and **any donation made in the last 4 years** to the Belgrade Theatre Trust

I confirm I wish to Gift Aid **this donation, all past donations and all future donations** to the Belgrade Theatre Trust

I confirm that I am not eligible for Gift Aid

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I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax

The Small Print

- Seats and Watches are for 10 years and specific seats can only be named in the Main House. Seats and Watches are non-refundable. Donor acknowledgement will be made on a seat/box door of the donors choice subject to availability as well as on a watch face in the public foyer and vice versa.
- Payments can be spread over 12 months.
- Donations were be classed as unrestricted (towards our general charitable work) unless informed otherwise by the donor.

Signature: _____

Date: _____

Please return this form to Box Office or post to: Development, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS

Standing Order Mandate



I wish to make a payment of £ _____ a month through Standing Order

To the Manager of (fill in the name of your bank):

Bank's Address: _____

Post Code: _____

Please pay to the

Belgrade Theatre Trust (Coventry) Ltd
Sort Code 56-00-45
Account No 46376208
National Westminster Bank, 24 Broadgate, Coventry, CV1 1ZZ

for the credit of the sum of £ _____
every month commencing ____/____/20____ (day/month/year)
for a total of _____ payments*
resulting in a total amount of £ _____*

*leave blank if continuous payment with no specified end date

Account No: _____ Sort Code: _____

Payment Reference: _____ (to be completed by the Belgrade)

Data Protection: We will use the data provided on this form to administer your donation, and it will be kept by our Accounts department for seven years.

By ticking this box I confirm that I wish to Gift Aid my donation - and any donations I make in the future or have made in the past 4 years - to the Belgrade Theatre Trust.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please notify the charity if you: want to cancel this declaration; change your name or home address; or no longer pay sufficient tax on your income and/or capital gains. For further information please go to: <http://www.belgrade.co.uk/support-us/make-a-donation>

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Name: _____ Signature: _____ Date: _____

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