NEW THEATRE

Standing Order Mandate

Instructions to Customer

1. Call our Box Office on 029 2087 8889 to reserve your tickets before sending us this form.

2. Write Your Booking Reference here, using black ink only: Make a note of this number - you'll need it if you need to talk to us about your booking.

3. To validate your Standing Order Mandate, you must complete each section below. Missing information will delay the setup of your agreement with us which could mean your reservation is cancelled.

4. The value of your reservation should be at least £75. To work out your repayment plan, simply divide the full cost of your booking by THREE, adding any odd money to the first payment.

For example: £80.00 would be an initial payment of £28.00 followed by two consecutive payments of £26.
£90.86 would be an initial payment of £30.86 followed by two consecutive payments of £30.

5. You must ensure that the full value of your booking has been paid in full before the performance date. Once payment has been received in full tickets will be issued to you.

6. This agreement is for three monthly payments only. Payments will cease at the end of this agreed period, however we recommend you check this directly with your bank.

Your Details (please complete each field)

Title First Name Surname

Address

Town Postcode

Email Address

Telephone Number

Your Account Details

Name of your Bank or Building Society

Address of your Branch

Town Postcode

Account Name

Your Sort Code

Your Account Number

Please Note: The New Theatre is owned, managed and funded by Cardiff City Council. Your payment will be displayed on your bank statement as a debit from Cardiff City Council and not the New Theatre.

Should you wish to cancel this mandate at any time for any reason you MUST advise us immediately by calling 029 2087 8889 or by emailing newtheatreaccounts@cardiff.gov.uk

Your Signature Dated

Once complete, please return this form to us
(not your bank / building society):
**STANDING ORDERS, New Theatre,
Park Place, Cardiff CF10 3LN**

Instructions to Your Bank

Please Pay **CARDIFF COUNCIL**
LLOYDS BANK PLC
1 QUEEN STREET
CARDIFF CF10 2AF

Sort Code **30-91-63**

Account Number **01468270**

The amounts of...

ONE INITIAL PAYMENT ONLY:

£

To be Debited On the 15th of the month following receipt of this form, then:

TWO CONSECUTIVE PAYMENTS OF:

£

To be Debited On the 15th of the next two months.

The **TOTAL** of this Standing Order Mandate is:

£

THIS MANDATE IS FOR 3 MONTHS ONLY

PLEASE USE THIS REFERENCE NUMBER

FOR OFFICE USE ONLY