

New Centre Application Form

Centre Details

Centre Name & Full Address:

Contact name/position:

Telephone/Mobile:

Email Address:

Availability (please list specific days/hours):

Facilities

Please mark where available:

Main exam room:	
1x Table (Examiner)	
1x Chair (Examiner)	
1x Chair (Candidate)	
2x Music Stands (Candidate)	
1x PA	
1x Guitar Amp with Footswitch	
1x Bass Amp	
1x 88 Note Weighted Keyboard	
1x Acoustic Piano	
1x Jack to Jack Lead	
1x Microphone Stand with Lead	

Warm Up Room:	
CD player/PA	
Amps (Bass and Guitar)	
Keyboard	
Music Stand	
Chair	

Waiting Area:	
Seating for 10 People	
Refreshments	

Drum Kit:*	
Kick and Pedal	
1 x Snare	
2 x Raised Tom	
1 x Floor Tom	
1 x Hi-Hat	
2 x Crash Cymbal	
1 x Ride Cymbal	
Stool	
Sticks	

*Please note that the same equipment should be provided for the Warm Up Room

Health & Safety

Do you have public liability insurance? _____

Is the equipment used by candidates regularly PAT tested? _____

When was your latest PAT test certificate issued? _____

Where can the first aid kit be located and who is responsible for it? _____

Are the location of fire exits and details of the fire drill available to examiners and candidates? _____

Please send the completed application form to centres@rockschool.co.uk or via post to:

Centre Manager

Rockschool
Harlequin House
7 High Street
Teddington
TW11 8EE

What Happens Next?

Once we have received the application, we will make an informed judgment as to whether or not there is the demand for the centre- this could be based on location or on the equipment available.

If your application has been successful you will be contacted by the Rockscool Centre Manager to negotiate a fee for the hire of your premises.

The Centre Manager will arrange a visit to your venue to discuss how the exam days will run and judge suitability of the venue and confirm fees.

After the visit you will be sent a customized centre information pack which will include terms and conditions, an equipment inventory form as well as an overview as to what is expected. All information must be returned before your premises can become an official Rockscool exam centre.

Once the venue is confirmed the Centre Manager will inform the relevant Exams Officer who will take over future contact with the venue in regards to examinations. The Centre Manager will also update the Rockscool website to advertise this new option to candidates applying for examinations.

Please note, if we are unable to take the centre on but the centre is of a high standard we will keep the application form on file so that if the need for a new centre arises we have all the necessary information.