



# Instruction to your bank or building society to pay by Direct Debit

Please complete all highlighted sections and return this form to:

Ticket Office,  
The Orchard Theatre,  
Home Gardens  
Dartford,  
DA1 1ED

Service user number

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Name(s) of account holder(s)


FOR HQ THEATRES LTD. OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**DARTFORD  
ORCHARD THEATRE**

Customer Account Number:

**Please leave the Reference box empty – the theatre will add this upon receipt of this signed form. Please only complete the highlighted boxes.**

Bank/building society account number

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Branch sort code

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**Instruction to your bank or building society**  
Please pay HQ Theatres Ltd. Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with HQ Theatres Ltd. and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Signature(s)

Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HQ Theatres Ltd. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HQ Theatres Ltd. to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by HQ Theatres Ltd. or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when HQ Theatres Ltd. asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.