|  |
| --- |
| **Lettings Enquiry Form** |
| Name of Company/Organisation: |
| Nature of booking: (e.g. Sports Club, Religious Gathering, Business Convention) |
| Address of Hirer: |
| Name of person in charge (Hirer): |
| Telephone number: |  |
|  | Email: |
| **Facilities Required:** | Type of Room: |
| Capacity: | Expected attendance: |
| Extra fixtures/fittings required: (e.g. Lighting, seating arrangement, tables) |
| Extra facilities required: (e.g. Hearing Loop, Disabled Access, sports equipment) |
| **Hire Details:** | Regular |
| One-Off |
| Date required: |  |
| Time of Arrival: (This must include set up time) |  |
| Time of Departure:(This must include clear away time)  |  |
| Is this term time only? |  |
| Is this a ticketed event? |  |
| Will this event be open to the general public? |  |
| Do you intend to consume, supply or sell alcohol at this event?No alcohol is to be brought on site without prior permission. |  |