|  |  |  |  |
| --- | --- | --- | --- |
| **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. | |  | |