**Room Hire – Enquiry / Booking Form**

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| Client Name:  |  |
| Invoice Address: |  |
| Contact Number: |  |
| Email Address: |  |
| Type of Event: |  |
| Commercial, community or private party, event? |  |
| Date: |  |
| Times: |  |
| Number of people: |  |
| Room Required: |  |
| Room Layout/Set up:Horseshoe, Theatre, Cabaret, Boardroom – set up – please advise |  |
| Tea/Coffee & Biscuits Required:(Charged at £2 per serving) | Yes [ ] No [ ]  | How many:  |
| Catering required:We can provide sandwich & fruit platter for lunches | Yes [ ] No [ ]  (If yes maximum cost per head) |
| Bar Staff Required:Up to 50 guests - Charged at £18 per HourAbove 50 guests charged at £36 per hour | Yes [ ] No [ ]  |
| We have a small bar with limited stock. If you want specific drinks supplied please advise: |  |
| Kitchen required: | Yes [ ] No [ ]  |
| Special requirements(Please list anything else you may require) | (E.g.: Tablecloths, Cutlery, Crockery etc: are all available at a small extra charge which covers breakages and washing up) |