**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 Hour  Above 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) | |