

# Room Hire Enquiry Form

Date of Enquiry	
Name of Organisation / Group	
Contact Person	
Contact Phone Number	
Email Address	
Fax Number	
Preferred Room	
Type of Activity	
Expected Number of Participants	If you expect more than 150 visitors to your function you will need to hire extra chairs.
Public Liability Insurance	Do you have your own insurance? <input type="checkbox"/> Yes <input type="checkbox"/> *No *Insurance can be arranged

Days	
Dates	
Times	
Frequency	

Equipment Required	<input type="checkbox"/> Data Projector <input type="checkbox"/> TV / DVD <input type="checkbox"/> Whiteboard <input type="checkbox"/> Microphone / PA
Any further information about your booking	

Please email this completed form and we will contact you to discuss costs and availability