



VENUE IN THE PARK

Booking Form

| | |
|----------------------|--|
| Name of organisation | |
| Address | |
| Contact name | |
| Telephone | |
| Email | |

| | |
|--------------------|--|
| Date of hire | |
| Times of hire | |
| Nature of event | |
| Numbers attending | |
| Purchase order no. | |

Room layout required

| | | | | | | | |
|-----------|--|---------|--|-----------|--|---------|--|
| Horseshoe | | Theatre | | Boardroom | | Cabaret | |
| Classroom | | Other* | | *Details | | | |

Further requirements (extra charges apply)

| | | | | | |
|-----------|--|--------------------|--|----------------------------|--|
| Flipchart | | Projector & screen | | Laptop, projector & screen | |
|-----------|--|--------------------|--|----------------------------|--|

Refreshments (for food orders, please see separate sheet)

| Tea/Coffee | Biscuits | Food | Number of people | Time Required |
|------------|----------|------|------------------|---------------|
| | | | | |
| | | | | |
| | | | | |

Completed form to be returned ASAP to venueinthepark@groundworknorthwales.org.uk