



VENUE IN THE PARK

Booking Form

Completed form to be returned minimum 3 weeks before event.

Name of organisation	
Address	
Contact name	
Telephone	
Email	

Date of hire	
Times of hire - 09.00-16.30hrs <i>Times outside of these hours will incur a £25 surcharge</i>	
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	
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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