



## Initial enquiry form re. Floral Hall/Cafe hire

**Please complete ALL the boxes**

Director completing form:	Date of completion:
Organisation and name of hirer	
Contact telephone number	
Email address	
Postal address	
Date/name of event	
Time of access to set up, to time building will be vacated- room is charged from access to exit time	.....am/pm. to .....am/pm.
Start and finish time of event	
Room requirements	Hall or Cafe (only after 6pm)
Layout of hall- please delete as necessary If possible please provide a diagram of seating requirements	Seating for ... people in  a. Rows b. Cabaret style (chairs round tables)  Dancing area near stage yes/no  Other- please specify
Bar	yes / no
DJ	yes / no
<b>Sound and lights requirement- may be additional charge of £10 hr for tech support</b>	
Require refreshments yes/no Will be priced on separate invoice	..... people
Own food-yes/no	Own food can only be agreed on an individual booking basis. If agreed, £100 is added to hire charge and refunded if no additional cleaning is needed after an event.
Additional requirements	
How did you find out about Floral Hall?	
<b>Office use only</b> Non- refundable booking fee paid on:	
Balance remaining:	

April 2018