



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	
Room requirements	Hall Cafe (only after 6pm)
Time of access to set up, the time the building will be vacated- room is charged from access to exit timeam/pm. toam/pm.
Start and finish time of event	
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 (in the hall)	yes / no
Sound and lights requirement- there may be an additional charge of £10 hr for tech support	
Do you want refreshments yes / no If yes, what do you require? These will be charged on a separate invoice	Number of people
Additional requirements	
How did you find out about Floral Hall?	

Your information will be stored securely and will be shared only with appropriate persons. By completing this form you are agreeing to this.

February 2021