

SNODLAND TOWN COUNCIL

Twinned with Moyeuivre-Grande - France



BUSINESS BOOKING FORM

Name: _____ Representing: _____

Address: _____

_____ Contact No: _____

E-mail address : _____

Hall to be hired: Moyeuivre-Grande Suite up to 109 people seated

Date: _____

Time from: _____ am/pm to: _____ am/pm
(include set up time) (include clear away time)

Event: _____

Use of crockery:	Yes / No (<i>please delete</i>)	No extra charge
Use of Projector:	Yes/ No (<i>please delete</i>)	£12.50 hire charge
Flip Chart required:	Yes/ No (<i>please delete</i>)	£6.50 hire charge
Extension lead required:	Yes/ No (<i>please delete</i>)	No charge

Hire Fee £ _____

Additional Costs £ _____

BALANCE £ _____

Signed: _____ Date: _____

We kindly request that all equipment and crockery used be cleared away or a one hour's extra hire charge will be incurred.