

# 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> )	£13.00 hire charge
Flip Chart required:	Yes/ No ( <i>please delete</i> )	£7.00 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.**