

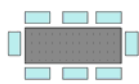
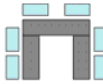
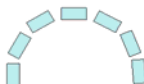

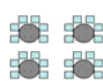

# WEST WING ARTS CENTRE EVENT BOOKING FORM

<b>Name of Organisation:</b>					
<b>Type of Booking:</b> <i>(please tick)</i>	School <input type="checkbox"/>	SBC <input type="checkbox"/>	Community <input type="checkbox"/>	Commercial <input type="checkbox"/>	Arts Org. <input type="checkbox"/>
<b>Name of Hirer:</b>					
<b>Address:</b>					

<b>Tel No.</b>		<b>Mobile</b>	
<b>Fax</b>		<b>e-mail</b>	

<b>Date(s) of Event:</b>			
<b>START TIME</b>		<b>END TIME</b>	
<b>ACCESS REQUIRED FROM</b>		<b>Exit Time</b>	

<b>Room(s) Requested</b> (if already known)	
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<b>Title of Meeting/Activity</b>		<b>Number of People</b>		
<b>Facilitator Name:</b> <i>(Please ask facilitators to sign in at reception upon arrival).</i>		 <b>Boardroom</b>	 <b>U-Shape</b>	 <b>Horseshoe</b>
<b>Layout:</b> <i>Please list details or provide plan if not standard lay out.</i>		 <b>Theatre</b>	 <b>Cabaret</b>	 <b>Banquet</b>
		<i>Example Standard Layouts</i>		

**AV Requirements:** Specify quantities if required. Please list details below:

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Technician Required for Event (£160 + VAT) - please tick

## Catering Requirements

	Serving Time	Description/ Menu if Appropriate	No: of people
1 <sup>st</sup> Break			
2 <sup>nd</sup> Break			
3 <sup>rd</sup> Break			
4 <sup>th</sup> Break			
<b>Lunch</b>		Menu Choice	
		Refreshments	

