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| 1: Who are you? |

|  |  |
| --- | --- |
| Your name: |  |
| Your organisation’s name (if applicable): |  |
| Your contact phone number: |  |
| Your contact email: |  |
| 2: When do you want to book and for how long? |
| Start date (day, date & year): |  |
| Start time: |  | End time: |  |
| * Please remember to include time for you to set up and clear away.
* Minimum hire is one hour - after which half-hour rates are available until 11pm.
 |
| 3: Which space(s) would you like to book? |
| Hall, stage [ ]  | Hall only [ ]  | Half hall [ ]  | Elvira’s café /Bar [ ]  |
| * NOTE: Total capacity of the hall is 140.
 |
| 4: Do you need anything else? |
| Licensed bar [ ]  |  Start time:  |  | End time:  |  |
| 2 Bar Staff [ ]  | 3 Bar Staff [ ]  |  |  |  |
| * NOTE: The provision of the licensed bar is subject to restrictions under the Licensing Act and is at the discretion of the licensee.
* Anything else? Please include in your description below and we’ll see what we can do.
 |
| 5: What are you planning to do? |
| Please let us know what you are planning for your party e.g. will you be bringing an entertainer, a disco, etc. |
|  |
| 6: What happens next? |
| * We will check through your application and get back to you as soon as we can to confirm your booking and the price. We will then ask for a deposit of 50% to secure your booking. In making the payment you agree to our general terms and conditions which can be accessed on our website. www.henderson-hub.com
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| Booking Reference (Office use only): |  |
| Amount to be invoiced (Office use only): |  |
| Booking Notes (Office use only)  |