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| 1: Who are you? |

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| 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. | | | | | | | | | | |
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| 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 | | | | | | | | | | |
| Booking Reference (Office use only): | | | | | | |  | | | |
| Amount to be invoiced (Office use only): | | | | | | |  | | | |
| Booking Notes (Office use only) | | | | | | | | | | |