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| 1: Who are you? |

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| 2: When do you want to book and for how long? | | | | | | |
| DAY | **DATE/S** | | | | TIMES | |
| MONDAY |  | | | |  | |
| TUESDAY |  | | | |  | |
| WEDNESDAY |  | | | |  | |
| THURSDAY |  | | | |  | |
| FRIDAY |  | | | |  | |
| SATURDAY |
| SUNDAY |  | | | |  | |
| * 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 & room/s  Stage | | Hall only  Meeting Room | | | | Half hall  Elvira’s café only |
| * NOTE: Total capacity of the hall is 140. | | | | | | |
| 4: What are you planning to do? | | | | | | |
| Please give us a detailed description of your intended use, what you are planning to do and let us know of any in-house equipment you might wish to use. | | | | | | |
| 5: 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 a payment you agree to our general terms and conditions which can be accessed on our website. [www.henderson-hub.com](http://www.henderson-hub.com) and our health and safety conditions which are displayed on our notice board. | | | | | | |
| Booking Reference (Office use only): | | | |  | | |
| Amount to be invoiced (Office use only): | | | |  | | |
| Booking Notes (Office use only) | | | | | | |