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