



## BOOKING ENQUIRY FORM

*(please note completion of this form does not guarantee a booking)*

Name of applicant: ..... Date: .....

Date of Event	From:	To:
Description of event:	Room/s required to hire	
Public or private event?		
Anticipated number attending:	Ages: Over eighteen: Under eighteen:	
Contact Details: Address:	Tel:	E mail:
Catering: Yes No If Yes: who to supply? Alcohol to be served? Licence required?	St Mary's Menu Choice?	
Technical equipment required? - if so please give details below		
Other equipment required? - if so please give details below		

FOR OFFICE USE: Date of Enquiry: ..... Taken By: .....

*Note: All enquiries are discussed at our weekly Tuesday team meeting. Once discussed, you will be notified of the outcome of your enquiry. If we are able to accept your booking, it will be subject to our Terms and Conditions (as detailed in the link) and a formal hiring contract will need to be completed and returned with a deposit.*