

Columbine Centre

Enquiry Form

To be returned to the address at the bottom of this form

Hire Date:	Day	Month	Year
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If this is a multiple booking, please request further copies of this form. A new form is required for each date.

Or in respect of an extended hire period: (e.g. Ongoing clubs or rehearsals) From:	Day	Month	Year	To:	Day	Month	Year
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Purpose of Hire:

Times of Hire: <small>Please ensure you allow enough time to set-up and clear-up your event.</small>	From:	To:
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Actual Event or Performance Times:	From:	To:
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I wish to hire the Connaught Rooms	Please tick
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I wish to hire the Meadow Suite (room only, additional charges may apply)	
Meadow Suite - Wedding Hire (please contact us for an individual quote)	
Meadow Suite - Theatre Hire (inclusive as per Schedule of Hire Charges)	
Meadow Suite - Conference Hire	

Do you require a licensed bar (wine corkage applicable)	
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Additional requirements (charges applicable)

Hall Preparation (setting out of tiered seating and/or tables/chairs)	
Piano	
Radio microphone, lapel type	
Radio microphone	
Theatre Lighting	
Sound System	
Flip Chart, OHP, Screen	
Kitchen Hire or Linen Hire	

Your Name:

Address:	Postcode:
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Contact Number:	Email:
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Upon receipt of this form, which should be completed as fully as possible, a quotation and contract will be issued to you. The basis of this quotation will be the information given on this form. **Please note: once booked 28 days notice is required of cancellation or full hire charge will be payable. All bookings will be risk assessed prior to confirmation and a holding deposit may be required.**

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