

Columbine Centre

Enquiry Form

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

If this is a multiple booking, please request further copies of this form. A new form is required for each date.

Hire Date:	Day	Month	Year
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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:
Please ensure you allow enough time to set-up and clear-up your event. **From:** _____ **To:** _____

Actual Event or Performance Times: _____ **From:** _____ **To:** _____

Please tick

Regular & Small Events for either Meadow Suite or Connaught Room	
Small Events Plus - as above but also includes tables/chairs and sound system)	
Medium Events for parties and wedding receptions, under 100 people, Meadow Suite only	
Medium Events Plus - as above but also includes tables/chairs and sound system	
Large Events for parties, receptions, coach parties, conferences of over 100 people. Includes Meadow Suite, Connaught Room, lighting and radio microphone.	
Theatre & Large Events Plus - as above but also includes hire of tiered seating and sound system	

Do you require a licensed bar (wine corkage applicable)	
Kitchen Hire - Full or Half Day (please delete as appropriate)	
Linen Hire	

Each hire is risk assessed and we reserve the right to ask for a deposit to protect the Council against any damage that may occur. This could be between £250 and £1000 depending on the risk and the event.

One month before your hire if you have not contacted the Council Office, the Columbine Centre staff will contact you to discuss your hire requirements in detail.

Your Name:

Address: _____ **Postcode:** _____

Contact Number: _____ **Email:** _____

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.**

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