

Venue Enquiry Form



ABOUT YOU

Name of hirer

Name of company

Address

Postcode

Telephone

Mobile

Email

YOUR EVENT

Name of event

Date of event

Access from time (allow 1 hour)

Event start time

Event finish time

Venue cleared (allow 1 hour)

Type of event

How many people do you expect to attend/invite?

Will you have any wheelchair user attending?

Yes

No

Is this event to be open to the general public?

Yes

No

Is the event being staged for charity or for profit?

Charity

Profit

THE LAYOUT – Which layout do you require for your event?

Speak to a member of the team if you need assistance

Dinner & dance Wedding ceremony Wedding reception Standing Buffet & dance

Ballroom dance Classroom Closely seated Other

YOUR REQUIREMENTS

Do you require catering? (If so what type)

Do you require refreshments? (If so what type)

Do you require bar service?

Yes

No

Do you require any audio or visual equipment? (If so please list below)

THIS FORM IS NOT A CONFIRMATION OF YOUR BOOKING BUT A REQUEST FOR A QUOTE TO HIRE SPIRELLA BALLROOM. TO SECURE YOUR BOOKING A DEPOSIT MUST BE PAID AND HIRE AGREEMENT SIGNED.