



# VENUE IN THE PARK

## Booking Form

Name of organisation	
Address	
Contact name	
Telephone	
Email	

Date of hire	
Times of hire	
Nature of event	
Numbers attending	
Purchase order no.	

### Room layout required

Horseshoe		Theatre		Boardroom		Cabaret	
Classroom		Other*		*Details			

### Further requirements (extra charges apply)

Flipchart		Projector & screen		Laptop, projector & screen	
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### Refreshments (for food orders, please see separate sheet)

Tea/Coffee	Biscuits	Food	Number of people	Time Required

Completed form to be returned ASAP to [venueinthepark@groundworknorthwales.org.uk](mailto:venueinthepark@groundworknorthwales.org.uk)