Booking Form for Town Hall

Type of Event …………………………………… Date ……………………

Organisation …………………………………….. E-mail …………………

Contact Name .…………………………………… Tel No .…..…..……..…

Time in ..…..……..... Start Time ……………… Finish …..….……..…..

Room to be booked No of People

|  |  |
| --- | --- |
| Council Chamber Maximum persons: 30 Conference/80 Theatre  |  |
| Chairman’s Room Maximum persons: 8 Conference/10 Theatre  |  |
| Courtroom Gallery Maximum persons: 20 Conference/30 Theatre |  |
| Magistrate’s Room Maximum persons: 15 Conference/20 Theatre  |  |

Layout of room:

|  |  |
| --- | --- |
| Conference |  |
| Theatre |  |
| Other |  |

Time refreshments requested .………………..………………………..

Yes No

Refreshments requested: Water 🞏 🞏

Teas/Coffees/ Biscuits 🞏 🞏

 £2 per head

*If outside caterers to be used - Time of delivery ………...…………*

Equipment Required : Projector ………………….

 Flip Chart ………………….

 Other ..…………………

*Booked by …………………………. Date ……………………………..*

*Please return to Sarah or e-mail* *sarah.morrison@felixstowe.gov.uk*