**Penmark Village Hall**

**Booking Request Form**

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| --- | --- |
| Name of Requestor: |  |
| Address: |  |
| Contact Phone Number: |  |
|  |  |
| Date and Time of Booking requested: |  |
| Brief Description of Nature of the event: |  |
| No of Guests Expected: |  |

Will the requestor be present at the event Yes  No 

If No, Name of Responsible Adult who will be present and Contact details

|  |  |
| --- | --- |
| Name of Responsible Adult: |  |
| Address: |  |
| Contact Phone Number: |  |

Booking Requirements

|  |  |
| --- | --- |
| Tables Required (Max 8 large to seat 6-8) |  |
| Chairs Required (No of chairs max 60) |  |
| Will the kitchen be utilised |  |
|  |  |