|  |  |
| --- | --- |
| **Broadmead Logo with words along side 030216** | **ROOM HIRE ENQUIRY FORM***Please email this form to admin@broadmead.org.uk* |

Date of Enquiry:

Name:

Company/Organisation:

Address:

Postcode:

Telephone (landline):

Mobile Number:

Email:

Position:

What does your company/organisation do:

Purpose of the event:

Proposed Dates **(ask if flexible):**

Duration & Timings:

Number of Delegates:

Equipment Required (eg tables/kitchen):

Room Layout:

Are Break Out Rooms required?:

Have you held this event before, if so what worked well:

Do you have a budget?:

Are you considering any other venues?:

**OFFICE USE ONLY:**

**Notes:**

**Does the proposed date fit the calendar? YES add contact to ChurchSuite and follow process**

 **NO decline booking outside of ChurchSuite**

**Processed by: Date:**