

WREXHAM COUNTY BOROUGH COUNCIL



MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: PLANNING - ENV + PLANNING

Address: 16. LORD ST. WYK

Telephone Number: x 8785

Type of Event: PLANNING HEARINGS

Date Required: 6th FEB 2019.

Period Required: 1 DAY.

Cost Code: MAXA30 (planning)

Room Required:

Combined Halls ☐ Main Hall ☐ Side Hall ☒

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☒ Mic ☐

Estimated Number Attending: 15.

Layout Required: HORSESHOE + HIGH ROWS FOR MEMBERS OF THE PUBLIC

If unsure of layout at time of booking, please ensure you inform hall staff 1 week prior to your event.

Additional Information: _____

Signed: [Signature] Date: 29th Nov 2018

Return to:

Memorial Hall, Bodhyfryd, Wrexham LL12 7AG or rachel.yoxall@wrexham.gov.uk