

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams
Department/Section: Planning (Environment + Planning)
Address: Council Centre, 16 Lord St. Wrexham
Telephone Number: 01978 298785
Type of Event: Planning Hearing - Land at Southsea Rd
Date Required: 21st September 2016
Period Required: All Day (9.00 - 5.00)
Cost Code: PXA 301

Room Required:

Combined Halls ☐ Main Hall ☐ Side Hall ☒

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐
Screen ☐ Flipchart ☐ Mic ☐

Estimated Number Attending: 15

Layout Required: U SHAPED TABLES WITH A FEW ROWS FOR INTERESTED PARTIES BEHIND

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

Additional Information: _____

Signed: Sharon Williams Date: 21/06/16

Return to:

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