

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: SHARON WILLIAMS

Department/Section: PLANNING - CWD

Address: CONTACT WREXHAM. 16 LORD ST. WY

Telephone Number: X 8785

Type of Event: PLANNING HEARINGS - LAND SOUTH OF BIG GREEN FARM

Date Required: 7th JUNE.

Period Required: 9-5.

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 (with some seats in rows)

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: 17-03-2016

Return to:

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