

WREXHAM COUNTY BOROUGH COUNCIL



MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Stolen Williams

Department/Section: Planning

Address: 16. Lord St. Wym.

Telephone Number: 01978 298785. (x8785)

Type of Event: Planning Hearings

Date Required: 16 OCT 2019

Period Required: ALL DAY (9-5)

Cost Code: PLDC103310

Room Required:

Combined Halls ☐ Main Hall ☒ Side Hall ☐

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☐ Mic ☒

Estimated Number Attending: Possibly 40.

Layout Required: As per usual

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

Additional Information: _____

Signed: Shelley Date: 09/08/19

Return to:

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