

WREXHAM COUNTY BOROUGH COUNCIL



MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: Planning

Address: 16. Lord Street. Wrexham

Telephone Number: 298785

Type of Event: Planning Hearing. (P/2018/0613)

Date Required: 22nd May 2019.

Period Required: All Day

Cost Code: PLPC32

Room Required:

Combined Halls ☐ Main Hall ☒ Side Hall ☐

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☐ Mic ☐

Estimated Number Attending: 50

Layout Required: As per usual Hearing - MORE SEATS FOR PUBLIC 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: [Signature] Date: 18/03/19

Return to:

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