

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: SHARON WILLIAMS

Department/Section: PLANNING.

Address: CONTACT CENTRE, FIRST FLOOR WED ST. WYMY

Telephone Number: 01978 298785

Type of Event: PLANNING HEARING

Date Required: 27th MARCH 2019.

Period Required: ALL DAY.

Cost Code: NAXA30 (PLANNING)

Room Required:

Combined Halls ☐ Main Hall ☐ Side Hall ☒

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☒ Mic ☐

Estimated Number Attending: 20. BUT POSSIBLY MORE

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:  Date: 6/2/19.

Return to:

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