

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: Planning

Address: 16 LOED ST. WXM

Telephone Number: x 8785

Type of Event: PLANNING HEARING

Date Required: 22nd May 2017

Period Required: ALL DAY

Cost Code: NAPC32

Room Required:

Combined Halls ☐ Main Hall ☐ Side Hall ☒

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☐ Mic ☐

Estimated Number Attending: 15 ? (not sure)

Layout Required: HORSESHOE SHAPE WITH ROWS. (AS USUAL)

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: 8/2/17

Return to:

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