

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: Planning Env + Planning

Address: 16 LOND ST. WYTH.

Telephone Number: 01978 29(8785.)

Type of Event: Planning Hearing - DARLAND LODGE

Date Required: 2ND AUGUST 2017

Period Required: ALL DAY

Cost Code: NAPC3283000000

Room Required:

Combined Halls ☐

Main Hall ☐

Side Hall ☒ CLAREGIR SIDE

Other requirements:

Tea/Coffee ☐

Water ☒

Buffet ☐

Screen ☐

Flipchart ☐

Mic ☐

Estimated Number Attending: 30

Layout Required: TO BE ARRANGED

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: 12/05/17

Return to:

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