

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: Running

Address: CONTACT CENTRE, 16 LORD ST. WRM.

Telephone Number: 01978 298785

Type of Event: Running Meeting

Date Required: Wed 26/APRIL 2017

Period Required: ALL DAY

Cost Code: PXA 301

Room Required:

Combined Halls ☐ Main Hall ☐ Side Hall ☒

Other requirements:

Tea/Coffee ☐ Water ☒ Buffet ☐

Screen ☐ Flipchart ☐ Mic ☐

Estimated Number Attending: 15-20

Layout Required: U shape with a few rows of chairs

If unsure of layout at time of booking, please ensure you inform hall staff 1 week prior to your event. ^{as} _{previous}

Additional Information: _____

Signed: Sharon Williams Date: 13/1/17

Return to:

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

