Day and Date:

Room/space:

Organisation:

Contact Name:

Address:

Email:

Phones - landline: Mobile:

Second contact details required as for above:

What type of event: What is it called:

How many involved: Organisers: Participants: Total:

Any children: Ages:

Facilities required eg kitchen, heating:

Time of event start and finish: Set up and clear up times:

Who is in overall control on the day:

Contact details if not above persons:

Hire Cost: Cheques payable to St Goran PCC

Date Paid:

If using the kitchen is Food Handling certificate held?

If alcohol is being served do you need a licence?

First aider required?

Parking agreed with Barleysheaf?