

SANDYS-WINSCH ROOM HIRE

ENQUIRY FORM



Name:

Organisation:

Contact Number:

Contact Email:

Date(s) required:

Preferred time of hire:

Number of hours required:

Purpose of hire:

Please give brief details of intended activities during hire:

Which of these categories does your community activity fall in to? Please tick all that apply:

- Health/Well-being
- Arts & crafts
- Recovery Group
- Fund raising for local charity or social enterprise
- Reducing social isolation/Loneliness
- Diversity & Social inclusion
- Environmental sustainability
- Employability support
- Education/Upskilling
- Hobbies/Interests
- Improving local economies
- Enhancing sense of community
- I am a local charity or social enterprise
- Other, please describe

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How many people will be using the room?

Are you charging people to attend?

Will you require catering services from the café?

Will you require use of the side kitchen?

Will you require use of tables and/or chairs?

If so, how many?

Any other useful information would be much appreciated:

Would you like us to advertise your event? (please tick any you require)

- With our participants at The Feed
- On our wider social media
- On our Community Notice Board at Waterloo Park

Please note the maximum capacity for the Sandys-Winsch Room is 60 standing, 50 seated on chairs and 40 seated at tables and chairs.

Thank you for your enquiry. We will contact you to discuss your requirements and confirm your booking.