**Venue Hire Enquiry Form**

If you would like to request a quote or make a booking, please complete this form. An asterisk (\*) denotes a mandatory field and enquires may be delayed if this information is not provided.

Please all bookings are subject to our terms and conditions which we recommend you read carefully.

If you would like further information before requesting a quote or booking, please contact venuehire@plymouth.gov.uk

**About you**

**\*Organisation / business name:** Click or tap here to enter text.

**\*Your address:** Click or tap here to enter text.

**\*Post code:** Click or tap here to enter text.

**Invoicing address (if different to above):** Click or tap here to enter text.

**Post code:** Click or tap here to enter text.

**\*Contact name:** Click or tap here to enter text. **\*Email address:** Click or tap here to enter text.

**\*Telephone:** Click or tap here to enter text. **\*Mobile:** Click or tap here to enter text.

**About your event**

**Event name:** Click or tap here to enter text.

**\*Date(s) of Event:** Click or tap here to enter text. **\*No. of Attendees:** Click or tap here to enter text.

**\*Arrival time:** Click or tap here to enter text. \***Start time:** Click or tap here to enter text.

**Finish time:** Click or tap here to enter text. \***Departure time:** Click or tap here to enter text.

**\*Desired space(s)**

Meeting Room  South Hall  St Luke’s

Gallery (please specify): Click or tap here to enter text. Tell me what you have

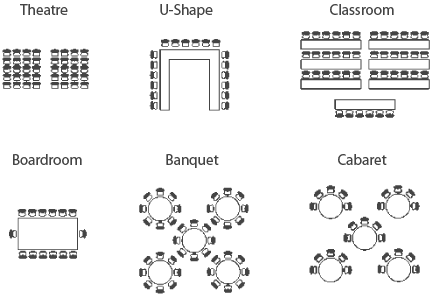
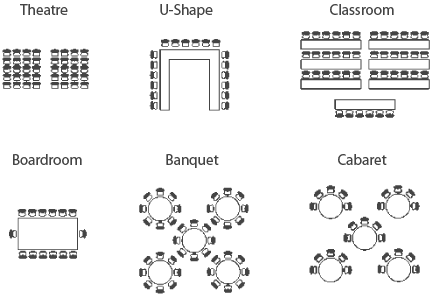
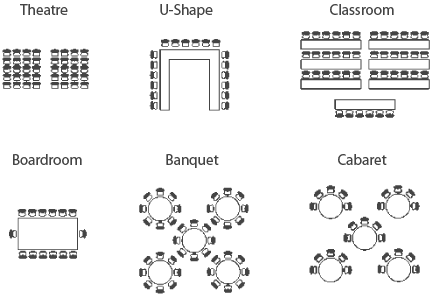
**Catering Requirements**

Please tell us about your catering needs for your event. We will pass this information on to our catering partners, Fosters.

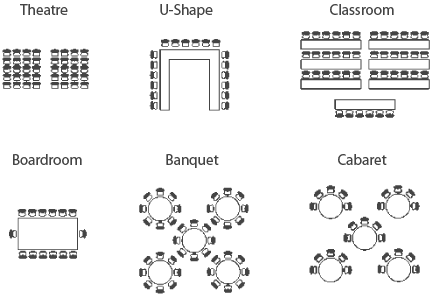
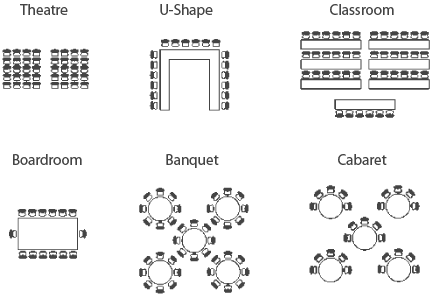
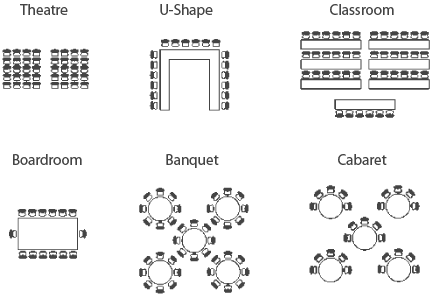
Click or tap here to enter text.

**Room Requirements**

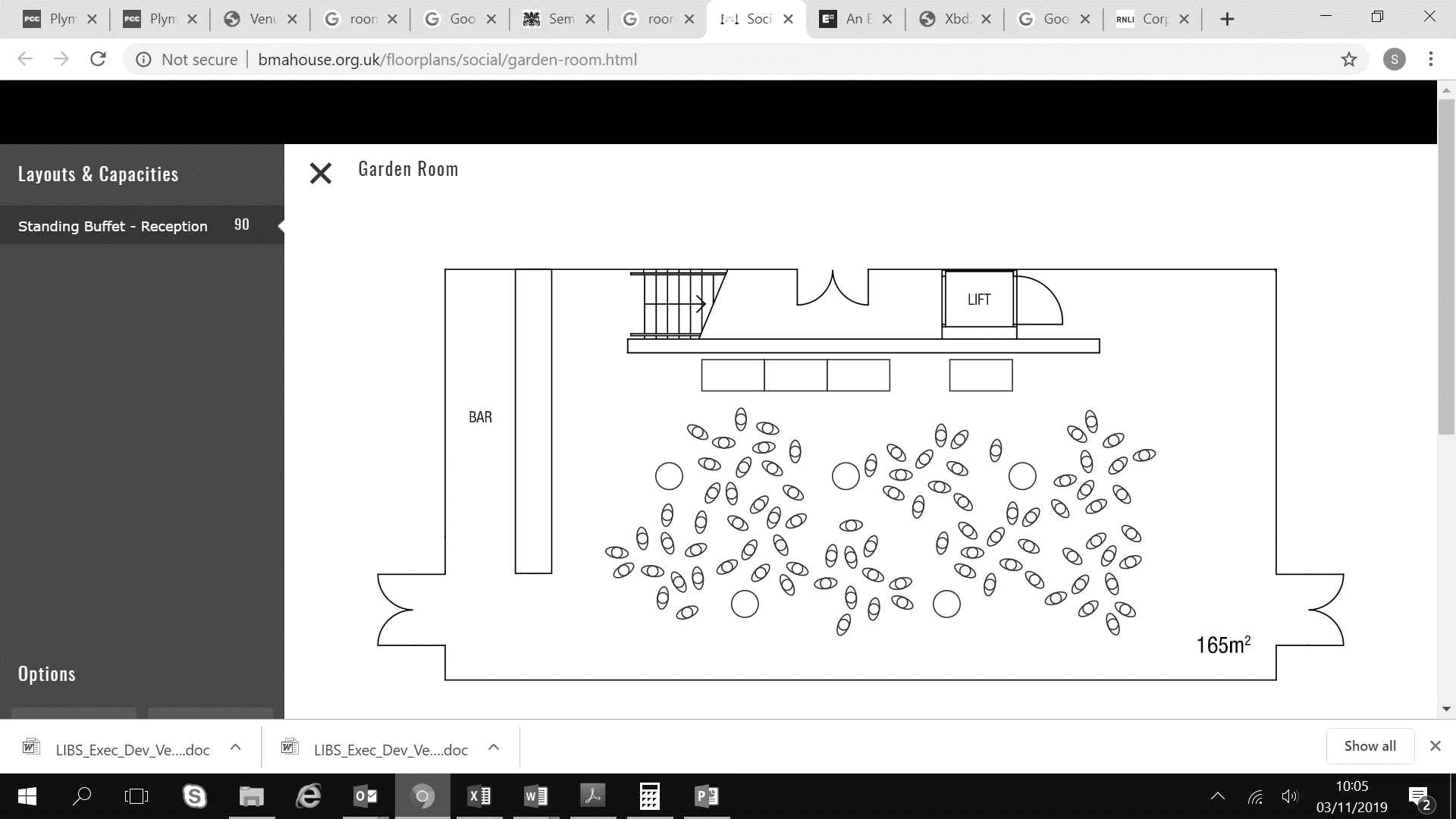
Please tick your desired room layout.

Theatre  U- Shape  Boardroom

Classroom  Cabaret  Banquet



Standing

**Additional Information**

Please tell us anything else you feel you need us to know about your event (e.g. entertainment, speakers)

Click or tap here to enter text.

Thank you for the telling us about your event. Please send your completed form to [venuehire@plymouth.gov.uk](mailto:venuehire@plymouth.gov.uk) and a member of our events team will be in touch.