

EVENT BOOKING FORM (EXTERNAL)

(Red boxes must be filled in)



ORGANIZATION

CONTACT: Name, phone number and email

TYPE OF ORGANIZATION: FOR PROFIT NON-PROFIT

EVENT INFORMATION

EVENT

DATE

IS THIS A REOCCURRING EVENT? IF YES PLEASE INDICATE HOW OFTEN

HOW MANY TIMES A MONTH?

WHAT TIMES ARE YOU REQUESTING?

DETAILS:

Size of event (number of people attending event)

Is this event for adults/youth/children

Room Request - what space are you wanting to book (every effort is made to meet requests but may not be always possible)

Date of Kitchen use:

Time frame of kitchen use: *Start time:* **End Time:**

What appliances and prep space is needed: (IE. oven, fridge, one counter top for prep etc)

Is this a fundraiser? (All fundraisers must be approved by our Board - please provide any information about what the fundraiser is for).

SETUP REQUIREMENTS

Please check what furniture or technical equipment you will need:

Chairs: Yes No If yes how many chairs

Tables: Yes No If yes how many tables

Microphone: Yes No If yes how many microphones

Do you need anything else? (Video, TV etc)

Do you need access before the event to setup? (IE. Decorations, presentation table etc)

ANY OTHER REQUESTS?

Save this pdf to your computer and email this form to Brenda at Brolleman@sevenoaks.org