

POTTER STREET COMMUNITY ASSOCIATION Ltd



POTTER STREET, HARLOW, ESSEX, CM17 9AQ

Telephone 01279 422746

EVENT HIRE BOOKING FORM 2023

The following information is required to make a room booking. Bookings will only be accepted with a completed booking form

Your Name	
Your Organisation	
Correspondence Address	
Post Code	
Tel Number	
Email Address	
<u>Invoice Details</u> (If Different)	

Event Details:

Day Required	
Room Required	
Start Time of hire	
End Time of Hire	
No. of Chairs Tables required (Please note – it's your responsibility to Set up and clear away for your hire)	

Any Special Requirments

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Signed.....

Date.....

Print Name.....

By signing this booking form you agree to our terms & conditions set out in Potter Street Community Association 2023 Hall Hire Pack.