

**The Keene Hall**

**(Registered Charity No: 282025)**

**Booking Enquiry Form**

**Please complete and send to:** **administrator@keenehall.com**

Your details

Surname: First name: Title:

Address – line 1:

Address – line 2:

Address – line 3:

Postcode:

Phone No: Email address:

Event details

Date(s) required:

Purpose of event (e.g. dance classes; children’s party; club meeting; family celebration):

Numbers attending (approx.):

Start time: HH: MM: Finish time: HH: MM:

***Note 1: Allow time at start and end of your event for preparation, clearing up and cleaning***

Room(s) required – please tick rooms/facilities required:

 Main Hall (seats 150)  The Lodge Room (seats 36)  Ron White Room (seats 10)

 Kitchen (refreshment use only)  Kitchen (full cooking facilities)

***Note 2: See Hiring Charges April 2018 to March 2019 for prices and minimum charges***

Other requirements:

 Sound system  Microphones  Lectern

 Use of screen  Use of Projector

**Enquiries may also be made by phone: 01245 268961, Monday to Friday, from 9.00 am to 1.00 pm**