

# Corn Exchange Enquiry Form



<b>CX Ref:</b>	<i>Enquiry</i>	<b>Event:</b>		<b>Event Day &amp; Date:</b>	
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<b>Hirer / Contact Name :</b> _____ <b>Organisation Name :</b> _____ <b>Contact Address :</b> _____ _____ _____ <b>Postcode:</b> _____	<b>Enquiry Date :</b> _____ <b>Frequency of use:</b> _____ <b>Telephone :</b> _____ <b>Mobile :</b> _____ <b>Email Address :</b> _____
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<b>Hire Times (Incl. Set Up, Set Down &amp; Clean)</b>	<b>Set up time :</b> _____	<b>Set Down Time :</b> _____
	<b>Event Start time :</b> _____	<b>Event Finish Time :</b> _____
<b>Number of people attending</b>	<b>Minimum :</b> _____	<b>Maximum :</b> _____

<b>Equipment Needed :</b> PA _____ Projector _____ Screen _____ Stage lighting _____ Lighting _____ Stage _____ Tea Tray / Trolley _____	<b>Room Layout :</b> Board _____ Caberet _____ Theatre _____ Conference _____ Reception _____ Notes _____
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<b>Category of Use</b>	<b>A</b> _____	<b>B</b> _____	<b>C</b> _____
<b>RP</b>	Golden Lion _____	CX _____	User Group _____
<b>Person Nominated :</b> _____			

Room / Facility	Required	
Charter Hall		
Charter Hall Servery		
Equipment & staging etc.		
Kitchen		
Cromwell Room		
Ace Suite		
Ace Servery		
Flexi 1		
Flexi 2		
Clean		
Set up / Set down		
Light & Sound Eng		
Caterer		
Doorman		
Bar Charter Hall		
Bar ACE Suite		
Disco / Band		

***For Office use only***

Diary Entry Made	
Event Confirmed	
Agreement Issued	
T&C Issued	
Invoice Issued	
Deposit Required	
Deposit Received	
Bars Ordered	
Doormen ordered	
Caterer Ordered	
Balance Due Date	
Balance Received	
Damages Deposit	
Refund Given	
Letter	
Feedback Form	