EVENTS DEPARTMENT

**Room Booking Form**

|  |  |
| --- | --- |
| Administrative Officer | **Sophie Horan** |
| Direct Phone Number | **01543 306100** |
| Email Address | **events@lichfield-cathedral.org** |

**Contact Details**

|  |  |  |
| --- | --- | --- |
| Name of organisation |  | |
| Person responsible |  | |
| Position |  | |
| Address |  | |
| Invoice Address (if different) |  | |
| Telephone Number |  | |
| Email Address |  | |
| Are you a registered charity? (If yes, please give your registered charity number) | **Y/N** | Reg Charity Number: |

**Event Details**

|  |  |
| --- | --- |
| Event date:  Start & End time (This must include any set up/clear up time) | Start: End: |
| Nature of Event |  |
| Rooms/Spaces Required |  |
| Set-up style |  |
| Min-Max Numbers expected  *(60 maximum allowed due to Fire regulations)* |  |

**Catering**

|  |  |  |
| --- | --- | --- |
| **Type** | **Details** | **Cost** |
| Do you require any catering? | Yes/No |  |
| If Yes, please provide brief details |  |  |
| **Catering is supplied by Chapters ‘The Café in The Close’.**  **Please liaise with Helen Phillips (Catering Manager) re. your requirements:**  **01543 306125 or chapters@lichfield-cathedral.org** | | |

**Other Requirements and Costs**

|  |  |  |
| --- | --- | --- |
| **Type** | **Details** | **Cost** |
| Main Area Required |  |  |
| Screen/Projector Required? Your own laptop is presumed unless otherwise stated | Yes/No |  |
| Will the event be Audio/Video Recorded? | Yes/No |  |
| Do you require any other special arrangements? | Yes/No |  |
| Do you have any special publicity /marketing requirements? Please supply us with the name and contact details of the relevant person | Yes/No |  |

***Sign-off (Office use only)***

Accepted on behalf of Event’s Committee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_ Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Sub Total** | **VAT** | **GRAND TOTAL** |
|  |  |  |
| Passed to Chapters | |  |
| Passed to Vergers for set up | |  |
| Vergers to open/lock up | | **YES/NO** |