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| **Name of event/hire:** |  |
| **Date of event/hire?** |  |
| **Time of event/hire:** |  |
| **Is this a repeat booking?** | YES/NO  |
| **Name and contact details for person requesting the booking (inc. org. / group / charity they represent):** |  |
| **Event type e.g. engagement, conference, fundraiser, consultation, meeting, co-working space:** |  |
| **Approximate number of people attending** |  |
| **Name and contact details of main representative (including organisation / group / charity that they represent):** |  |
| **Name and contact details of any other speakers (including organisation / group / charity they represent):** |  |
| **Brief outline of what the venue hire need is for:** |  |
| **If the venue hire is for an event, how is attendance at the event being arranged? (Tick relevant box)**  | **Invite only** **Open invite however attendees will need to book onto the event** **Open invite- Open to members of the public** |
| **Is the event being advertised? How is this being done (word of mouth, social media, flyers, website):** |  |
| **Will the media be present?** | YES/NO |
| **Please provide the contact details for a venue you have held an event at previously, or a reference that can be contacted. (Contact with this venue or person may be made by a representative from Hinckley & Bosworth)** | Name: Tel number/ Email:  |