

Booking Form for External Events in CORE Church

Event Details:

Name of Event: _____
Date: _____ Time: _____

Organisers Details:

Contact Name: _____
Address _____
Contact Phone No. _____ Mobile: _____
E-mail: _____

Room Requirements:

	Main Auditorium	Seminar Room
Number of Attendees expected:		
Chairs Required:		
Layout Style:		

Security Requirements:

Security to be provided by CORE Yes / No
Provide own Security Name: _____
Contact Details: Mobile _____
Email _____

Audio Visual Requirements (only in main auditorium):

Sound Operator required: Yes / No
Required if wish to use Microphones, to record the event or use any projections requiring sound
Visual Operator Required: Yes / No
Required for any projections e.g. Powerpoint, DVD / Video etc

Catering Requirements:

Tea / coffee only Yes / No
Outside catering : Yes / No CORE to Recommend Company Yes / No

It is the responsibility of the organisers to leave all rooms used in perfect order