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| **EVENT BOOKING REQUEST FORM****Please return completed form to :****Hanwell Community Centre, Westcott Crescent, Hanwell, London, W7 1PD****Tel: 020 8575 7019** **hanwellcc@ealing.gov.uk** |
| **Date(s) of event** |  |
| **Primary Room / Area Requested** |  | **Additional Room(s) / Area Requested** |  |
| **Time of arrival** **(set up to be included)** |  | **Time of Departure (following clear-up)** |  |
| **Time guests arrive on site** |  |
| **Type of event & purpose (wedding, children’s party, dinner dance etc.)** |  |
| **Full Names of all applicants** |  |
|  |
| Address & postcode |  |
| **Email address:** |  |
| **Contact number:** |  |
| **Invoice address if different from above address** |  |
| **Contact Name for invoice** |  |
| **Telephone:** |  |
| **Invoice Email address:** |  |
| Expected number of guests  |  | Price (to be confirmed by centre staff) |  |
| How did you hear about us |  |
| **Do you have any suppliers and if so please provide details below:** |
| Caterers |  |
| Music / AV etc. |  |
| Florist / Decorators/Other |  |
| **Signature** |  | **Date of Application** |  |
| **Please note that :**1. We do not provide linen / covers for tables – if you require this please make arrangements prior to your event. We have a limited number of table arrangements for hire - Please ask our staff for details2. A refundable cash deposit is also required for **parties and events** when making the booking. |

If booking an Event in a meeting room, please specify the room layout.

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We can also provide catering. Please email info@withlovefrommamaandme.co.uk or call the centre on the above number.