

HORNDEAN COMMUNITY ASSOCIATION

ENQUIRY FORM FOR BOOKING MERCHISTOUN HALL

DATE OF OCCASION -----

TYPE OF OCCASION -----

CONTACT NAME -----

ADDRESS -----

EMAIL ADDRESS -----

-

TEL NO ----- **MOBILE** ----- **WORK** -----

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VENUE REQUIRED: -----

i.e main hall, smaller room, bar etc

TIMES OF REQUIRED -----

NUMBERS OF GUESTS -----

BAR REQUIREMENTS -----

CATERING REQUIREMENTS -----

POST FUNCTION CLEAN (for functions) -----

OTHER REQUIREMENTS (please indicate with a x): DJ BAND STAGE TV & VIDEO
STAGE LIGHTING & SOUND OHP & SCREEN MULTI MEDIA PROJECTOR PIANO
FLIP CHART CD PLAYER EXTENSION LEAD SOFT PLAY EQUIPMENT

DISABLED ACCESS REQUIRED? ----- **HEARING LOOP SYSTEM REQUIRED?**-----

ANY OTHER QUESTIONS? -----

PLEASE EMAIL THIS FORM TO hca.admin@btconnect.com