

**Academy Lettings – Enquiry Form**

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

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| **Type of Event :** **Date Required:** |
| **Contact name:** **Mob no: Landline no:****Email Address:** |
| **I am happy to be contacted for marketing purposes:- Yes No**  |
| **Arrival & Set Up Time:****Event Start Time:** **Event Finish Time:** **Off Site & Cleaned up by:** |
| **Location/Rooms Required:**  |
| **Who attending: How many: Any VIPs:** |
| **Event requirements eg:** PA system, lapel/handheld microphone, laptop/CD player, lighting, lectern, seating and staging. |
| **Do you require Refreshments/Catering?** **Are you providing Refreshments/Catering?** |
| **Will you be using Candles/Smoke machines at your event?** |
| **Registration or signage required:** |
| **Do you have your own liability insurance?**  |
| **How did you hear about us?****Facebook Mumsnet School Website** **Advert Word of Mouth Other (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |