Event Booking Form

The date, the hours, the headcount and the setup, so a venue or host can check availability and quote in one go.

ORGANISATION

DATE

The organizer

YOUR NAME

COMPANY OR GROUP (OPTIONAL)

PHONE

EMAIL

The event

WHAT KIND OF EVENT IS IT?

- [ ] Wedding or reception
- [ ] Birthday or private party
- [ ] Corporate event
- [ ] Meeting or workshop
- [ ] Something else

EVENT DATE

BACKUP DATE (OPTIONAL)

GUESTS ARRIVE

EVENT ENDS

SETUP ACCESS FROM (OPTIONAL)

EXPECTED GUESTS

HOW SHOULD THE ROOM BE SET?

- [ ] Seated dinner
- [ ] Standing reception
- [ ] Rows facing the front
- [ ] Tables facing the front
- [ ] Not sure yet

FOOD AND DRINK

- [ ] Your catering
- [ ] We will bring an outside caterer
- [ ] No food
- [ ] Undecided

ANYTHING ELSE? MUSIC, ACCESSIBILITY, A BUDGET RANGE