Glenkens Community & Arts Trust

Venue Hire Enquiry Form

Please complete the details below as far as possible and submit form via website or to briangm@catstrand.com and we will respond with confirmation of availability and quote as soon as possible.

Contact Name

Company/Organisation (if applicable)

Address

Tel No

Email

1. **DETAILS OF PROPOSED HIRE:**

Event type/title

Approx. number of attendees (incl. hosts/speakers etc.)

N.B. We will quote for the most suitable room/rooms available to meet your requirements and based on your expected numbers but if you wish to book specific room(s), please delete as appropriate:

CATSTRAND: 1. AUDITORIUM/ 2. MEETING ROOM/ 3. PYRAMID GALLERY (Evenings only)

THE SMIDDY: 1. MAIN HALL/ 2. STUDIO/ 3. WATSON ROOM

Period of Hiring (please give alternative dates if possible):

Date(s)

Time (including set-up/take down): From To

a) Specify room set-up required e.g. Theatre Style/Tables & Chairs etc:

b) Specify equipment required e.g. Screen/Projector/Laptop/
Sound amplification/Technical Support/Flip chart and pens
Smart Board (Smiddy only)

c) Catering Requirements e.g. Morning Tea & Coffee/
Lunch – Finger Buffet or soup and sandwich/Afternoon tea & coffee/
Biscuits, cakes, traybakes, fruit etc. can be added to any of above.

d) If you have any further requirements or requests, please detail here and we will do our best to include in the quote e.g. minibus hire/bar facilities

PLEASE GIVE AS MUCH DETAIL AS POSSIBLE ABOVE OR IF YOU WOULD PREFER TO DISCUSS FURTHER AT THIS STAGE, PLEASE PHONE 01644 420374 AND ASK FOR BRIAN EDGAR OR EMAIL - briangm@catstrand.com THANK YOU.

**ALL VENUE HIRES ARE SUBJECT TO THE GCAT TERMS & CONDITIONS OF HIRE.
THANK YOU.**