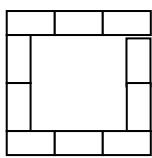
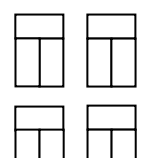
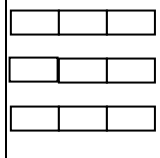
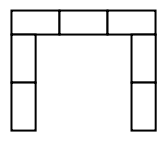


Wigan Town Hall Booking Form

In order to ensure an efficient room booking service at Wigan Town Hall can you please confirm all your details by e-mailing or faxing this form to Chief Execs – Bookings office, or Glynis Harrison

Any provisional telephone booking will not be confirmed until this form is received.

Invoice address (<i>Your booking will not be taken without this</i>)					
Order No. (if used):					
Contact Name, Tel No. and Organisation:					
Name of Meeting:					
Room(s) required		Numbers attending			
Day and Date of Meeting:					
Time Room required	From: To:	Start of Meeting:			
Refreshments: <i>Please state and special dietary requirements</i>					
Tea / coffee / biscuits	Times required:				
Lunch required Yes / No *(if yes please contact Nicola on 01942 827996 to discuss requirements / time)					
<i>If equipment is not pre-booked it will not be possible to set up at short notice.</i>					
Equipment Requirements <i>(Please tick the equipment required)</i>	Induction Loop	<input type="checkbox"/>	Microphone	<input type="checkbox"/>	
	Lectern	<input type="checkbox"/>	Flipchart & pens	<input type="checkbox"/>	
	Screen	<input type="checkbox"/>	Projector	<input type="checkbox"/>	
	Laptop	<input type="checkbox"/>	Writing paper & pencils	<input type="checkbox"/>	
Set out of the room					
Boardroom 	Cabaret 	Classroom 	"U" shape 	Thatre <i>(Charis only)</i> <i>In rows or a semi-circle</i>	Other Please indicate requirements here:

Contact Names: For general enquiries please e-mail internally Chief Execs - Bookings Office or telephone Glynis Harrison on ext. **3096**.

If you cancel your meeting do not forget to inform us as soon as possible in writing (preferably by e-mail) or if you prefer we can issue you with a cancellation form. All meetings not cancelled will be charged for.

If you require catering only, or have any menu enquiries please contact MetroFresh (Town Hall Bistro) direct: Nicola Seddon ext 2996/Glynis Harrison on ext. 3096.

Full menu details are available on the Web.

www.wigan.gov.uk/Functions