

Initial Enquiry Form for Community Room Hire

Please complete this initial enquiry form which will allow us to quickly let you know if we think we can meet your needs.

Name of Organisation/Group	<u>Conditions and essential Information</u>
Full Name:	<p>Please complete this form and return to:</p> <p>Stoneleigh Library, 1 The Broadway, Stoneleigh, Epsom, Surrey, KT17 2JA</p> <p>Or email it to stlibraryops@gmail.com</p> <p>For any queries, please telephone 0345 6009009 and ask for Stoneleigh Library.</p> <p>Full refunds are only applicable if cancellation is made in excess of 14 days' notice prior to the booked date.</p> <p>The community room is available for hire, daily from 07.00 – 21.30 (latest). Please be aware the building MUST be vacated by 22.00.</p> <p>For new hirers a full booking form must be completed, signed and returned. This will be provided once an initial assessment of your needs have been made.</p> <p>Please note any booking is not secured until payment is received (cheques must be cleared).</p>
Daytime Tel:	
Email:	
Purpose of Hire:	
Period of Hire required: <i>(Recurring days of the week/month or specific individual dates)</i>	
If you wish to provide your own equipment please specify:	