

Devizes Venues Booking Enquiry

Please return this form to:
 Devizes Town Council
 Town Hall
 St John's Street, Devizes
 SN10 1BN

| | |
|----------------------------|--|
| Contact Name | |
| Name of Company Address | |
| Telephone Number: | |
| Email: | |

| ROOM INFORMATION | | |
|---|-----|----|
| Name of Room/s | | |
| Booking Date/s | | |
| Has availability been confirmed | Yes | No |
| Times required | | |
| Number of People including Trainer If exact not known do they know approximate numbers? | | |
| Set up required/Additional Information | | |
| EQUIPMENT REQUIREMENTS | | |
| | | |

| CATERING REQUIREMENTS | Time/s |
|--|---------------|
| Tea and Coffee | |
| Buffet Lunch – do they know which buffet? | |
| Other i.e. orange juice, biscuits with coffee? | |

Email: bookings@devizes-tc.gov.uk
 Tel: 01380 722160
 Fax: 01380 722415