**Craigmillar Now - Events Booking Form**

*Please provide details of your event below, and email the completed form to* ***info@craigmillarnow.com****. A Craigmillar Now member of staff will then be in touch with you to provide an event agreement.*

| **Event Title:** |  |
| --- | --- |
| **Date:** |  |
| **Starting Time:**  **Finishing Time:** |  |
| **Number of attendees:** |  |
| **Set-Up:**  ***(Please indicate the room set-up required)*** | *U-shape Classroom Other*  *Theatre Cabaret*  *Boardroom Banquet*  ***If Other, please stipulate:*** |
| **Catering?** | **Yes**  **No**  *If catering is being provided by an external company, please provide their information below:* |
| **Alcohol?** | **Yes No**  *If catering is being provided by an external company, please provide their information below:* |
| **What Technical Aspects Do You Require?** | *E.g. screen, projector, spotlights, soundsystem* |
| **Any Other Details?** |  |
| **Contact Name and Number:** |  |
| **Email address:** |  |

*Please note that the standard venue hire cost for Craigmillar Now is* ***£35.00 per hour.***

*Additional costs can be discussed with Craigmillar Now at the time of booking.*