

Square Tower Booking Form

Date(s):		Upper or Lower Hall:	
Set up time:		Number of Guests:	
Guest arrival time:		Time Slot:	
Lead Contact:			
Company Name:			
Type of Event:			

Extra services/requirements:	Quantity/Package	Price	£
Hire		£65 per hour	
Chair covers			
Arrival Drinks			
Table Cloths			
Additional Staffing			
		TOTAL	

Contact Details:

Home Number:		Mobile Number:	
Address:			
Email Address:			
Deposit:	£	Paid On:	
Balance to pay:	£	Due on:	
Paid in full on:			

By signing this document you confirm you have read and accept our hiring information document.

Signed:	Date:
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Please return this form to: **Steve Hender - The Square Tower, Broad St., Old Portsmouth PO1 2JE**