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| Name |  |
| Organisation |  |
| Contact e-mail |  |
| Telephone number |  |
| Address for invoice |  |
| Purchase Order Number |  |
|  |  |
| Date of hire |  |
| Time  (including event & set-up/clear-up times) |  |
| Event name |  |
| Brief description of your event |  |
| Venue Hire space booked |  |
| Room layout |  |
| Number of attendees |  |
| Equipment required |  |
| Tea / Coffee  (number of rounds with times) |  |
| Catering  (if so note who is providing) |  |  |
| Will there be alcohol at the event?  (we don't have an alcohol licence but can apply for a temporary one at £10 if needed) |  |  |
| Access requirements |  |  |
| Would you like a GWL Welcome?  (an introduction to GWL or tour of the building for your event attendees) |  |  |
| Is this a women-only event?  (if so please use GWL's women-only policy which is inclusive of Trans, Intersex women, non-binary and gender fluid people) |  |  |
| Will you be charging for this event?  (if so how much) |  |  |
| Notes |  |  |

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| **GWL Venue Hire Booking Form** |
| **Please read our Terms and Conditions prior to making your booking** |
| In completing this Booking Form you are accepting the TERMS AND CONDITIONS OF VENUE HIRE AT GLASGOW WOMEN’S LIBRARY (GWL) |