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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) |   |  |
| Will you be charging for this event? (if so how much) |   |  |
| Notes |   |  |

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| **Glasgow Women’s Library - 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) |