

Venue Booking Form (Provisional)

Please complete and return to: info@edeneventsgroup.com

For queries please contact the Events and Administration Officer via 0207 157 7615 or the above email.

If you are submitting this form electronically, please edit this PDF in Adobe Acrobat with **your text in red.**

Please select venue:

Lighthouse Camberwell Lighthouse Grays White Hart Events Park 392 Camden

Event Details

Event Name:

kknk

Date of Event:

Number of guests attending:

Start Time:

End Time:

Which venue are you enquiring about (room):

Event Organiser

Name of Organisation (if applicable):

Person Responsible:

Contact number:

Email:

Requirements

Room set up required:
*See table below

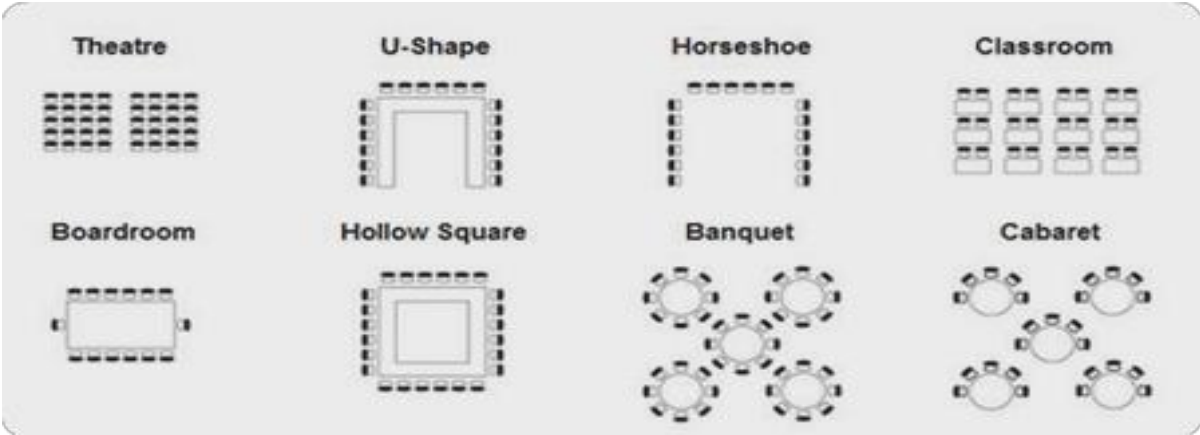
Theatre U-Shape Horseshoe Classroom
 Boardroom Hollow Square Banquet Cabaret
 Other – please specify (we will do our best to accommodate your request)

Audio visual requirements:

Projector / Screen with engineer (£250)*
 Sound system with engineer (£250)*
 3 Microphones (£50)
 Other – please specify (we will do our best to accommodate your request)

*If you're able to arrange your own audio-visual equipment, you can bring it in and use it free of charge

<p>Does your event require catering:</p>	<p><input type="checkbox"/> Yes, please send me your options</p> <p><input type="checkbox"/> No, I have my own caterer</p> <p>Please provide details:</p> <p><input type="checkbox"/> No, my event does not need catering</p>
<p>Furniture hire and Decoration:</p>	<p><input type="checkbox"/> Yes, please send your options</p> <p><input type="checkbox"/> No, I have my own decorator</p> <p>Please provide details:</p> <p><input type="checkbox"/> No, my event does not require furniture hire or decoration</p>



Event Timings	
Arrival of organiser:	
Arrival of guests:	
Event to start:	
Event to End:	
Pack down	