

Contact Name :

Telephone :

Email:

Invoice address:

Details of the hiring ( ie Training Day, Meeting, Drop In Consultation etc ):

Room(s) to be booked (please indicate):

Gallery                  Dance Studio                  Meeting Room                  Wet Workshop                  Theatre

Date(s) of room hiring:

Arrival and departure times:

Number of participants:

Room arrangements :    Boardroom style / Theatre Style / Horseshoe style / Cabaret style

Number of Tables:

Number of Chairs:

Equipment Requirements (please indicate):

Overhead projector & screen

Flipchart

TV & Video / DVD

Video projector & screen

Display boards

Any other special requirements:

For catering / refreshment requirements please contact Café Theatre on 01805 625925 and indicate below:

1. Teas/Coffees : For how many?                  What time?
2. Lunch\*: For how many?                  What time?  
(Please discuss your lunch requirements with Café Theatre)
3. Teas/Coffees : For how many?                  What time?
4. Teas/Coffees : For how many?                  What time?

For more information call 01805 624624 or email [mail@plough-arts.org](mailto:mail@plough-arts.org)

Completed forms can be emailed or sent to:

The Plough Arts Centre, 9 – 11 Fore St, Great Torrington, North Devon, EX38 8HQ