

Name	
Organisation	
Date	
Times: Start/Finish	
Number of people	
Address	
Phone	
E-mail	

Description of event/purpose of tour. Please indicate which rooms are required and any rehearsal/setting up/de-mounting time needed.

Admin use only			
Contact name:		Date confirmed:	
Charging basis:		Deposit: £	Date Rcvd:
Nos:	Value: £	Inv. No.	Date:
Rcvd: £		Date:	

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