

PLYMOUTH  
**ATHENÆUM**  
 FOUNDED 1812

Derry's Cross, Plymouth, PL1 2SW | (01752) 266079 | info@plymouthathenaeum.co.uk  
 www.plymouthathenaeum.co.uk | Patron: The Lord Mayor

**ROOM HIRE ENQUIRY FORM**

**To be completed by person responsible for event**

Name				
Address & Postcode				
Contact Numbers				
Email				
Company/Association				
Type of organisation	Community	<input type="checkbox"/>	Private	<input type="checkbox"/>
	P.A. Internal	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
	Charity	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Details of Hire**

Event Title			
Event Purpose			
Preferred Venue/Room			
Date/s of Hire			
Start Time (including set-up)			
Finish Time (including clearing-up)			
Number of People Attending			
Room Layout	Standing		<input type="checkbox"/>
	Theatre (rows of chairs)		<input type="checkbox"/>
	Cabaret (small tables with chairs)		<input type="checkbox"/>
	Classroom (large rectangular tables)		<input type="checkbox"/>
	Board Room (meeting)		<input type="checkbox"/>
	Other (please supply a plan)		<input type="checkbox"/>

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**SUPPLEMENTARY INFORMATION**