

ENQUIRY FORM

Company Name:

Contact Name:

Telephone:

Email:

Address:

Date(s) of Event:

Type of Event:

How Many Expected Attendees:

Hours of Event: to

Build-Up Requirement:

Breakdown Requirement:

Facilities Required:

Springwood Hall:

Kitchen:

Dance Floor:

Meeting Room (Seating up to 30 people board room style or 50 conference style):

Springwood Park:

Toilet/Shower Block:

Thorburn Building:

Car Parking Space:

Waste Disposal:

Member of Staff (on call):

Tea, Coffee & Biscuits throughout the Event:

Catering Lunch:

Caravan Pitches:

Outdoor Electrics:

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Hall Layout:

Conference:

Dinner:

Furniture Requirements (Approx.):

Tables:

Chairs:

Table Linen – We have 30 x 6ft tablecloths and 10 trestle tablecloths. These are available to hire at £10 each plus VAT.

Chair Covers – Suitable for formal events. These are priced at £1.50 each plus VAT.

Catering & Bar Hire: Recommendations are available. Please contact the office at info@borderseventscentre.co.uk for further information.