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| HIRE ENQYIRY FORM NEWLYN ART GALLERY LTD |
| To get a quote please complete this enquiry form and email it to the Events Programmer Bettina Wenzel at bettina.wenzel@newlynartgallery.co.uk or call the gallery on 01736 363715. |
| 1. Contact Name & Invoice Address | * 1. Telephone/Email
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| 2. Organisation/Company | 2.1 If you are an educational charity please state your charity number |
| 3. Space(s) required | 3.1. Additional Facilities required (tables/chairs/catering/ /AV equipment) |
| 4. Date(s) and times required:*This must include the time you need for setting and clearing up.* | 5. Is it intended to:a) Serve alcohol YES/NOb) Sell alcohol YES/NO  |
| 6. Hire purpose/event type | 6.1. Number of people attending |
| 6.2. Who will be attending |
| 6.3. Will charge be made for admission |