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| HIRE ENQUIRY FORM  NEWLYN ART GALLERY LTD |
| To get a quote or make a booking please complete this form and email it to the Events Programmer Maxine Greer (maternity cover) [maxine.greer@newlynartgallery.co.uk](mailto:maxine.greer@newlynartgallery.co.uk) or call the gallery on 01736 363715.  *Please be advised that our exhibition programme runs across both venues. Please contact us for further information.* |
| 1. Contact name and address |
| 1. Organisation / Company |
| 1. Contact phone |
| 1. Contact email |
| 1. Date(s) and times required   This must include the time you need for setting up and tidying. |
| 1. Space(s) required |
| 1. Hire purpose / Type of event |
| 1. Running order |
| 1. Number of people attending |
| 1. Will you charge admission for your event? |
| 1. Additional facilities required (ie tables, chairs, catering etc.) |
| 1. Would you like us to provide a bar? |

