

Hire Confirmation Form

Booking reference number

The booking reference number for your event.	733
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Please note:

- The issuing of the booking reference number on the hire confirmation form initiates the contractual obligations between you, the Hirer, and us, Conway Hall, in accordance with our 'Terms and Conditions for the Letting of Conway Hall's Rooms.'***
- This hire confirmation form is your receipt for the deposit paid, or full amount, for your booking.***

Your details

Client/Company Name	One People One World
Contact name	Grant Dive

Event details

Event date/s	Sat 4 th October 2014
Event time/s	09.00-17.00
Room/s booked	Main Hall , Lobby, Kitchen DVP-M Screen, PA + 2 mics, Tech support 8 hours

Payment details

Full amount	£1,689.00
Cash / Cheque / BACS / Credit Card	BACS

Conway Hall processing details

Member of staff issuing hire confirmation form	BB
Date Hire Confirmation Form issued	19/05/2014
Invoice Number	5479

