

# EPPING TOWN COUNCIL

## INITIAL BOOKING ENQUIRY FORM

<b>Enquirer's Name</b>	
<b>Enquirer's Postcode</b>	
<b>Epping Hall</b>	
<b>(Please indicate which room if known)</b>	
<b>Main Hall</b>	
<b>Conference Room</b>	
<b>Conference Room (Half)</b>	
<b>Jack Silley Pavilion</b>	
<b>(Please indicate which room if known)</b>	
<b>Essex Room</b>	
<b>Forest Room</b>	
<b>Date required</b>	
<b>Times required</b> <b>(Please allow for set up and clear up</b> <b>within these times)</b>	
<b>Type of event</b> <b>(If birthday party please state age)</b>	
<b>Any other information which may help us</b> <b>with your enquiry</b>	

- Please note: by submitting this form, you are consenting to us processing your details in relation to hall bookings with Epping Town Council.

Please complete and return this form by email to:

[info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

A member of our team will be in touch as soon as possible.