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TENTATIVE BOOKING – SPACE USE REQUEST

Today's date:		Event Date (if one time event):	
Company/Billing Name (Space User):		Swansea Town Hall staff person dealt with:	
Course or Event Name (for daily events listing):			
Primary Contact			
First Name:		Last Name:	
Street Address:		Phone Home:	
Unit #:		Phone Work:	
City:		Phone Cell:	
Province:		Country:	
Postal Code:		Email Address:	
Secondary Contact (Optional)			
First Name:		Last Name:	
Phone:		Email Address:	

	Set Up start time (Booking Start)	Tear down end time (Booking end)	Event start time	Event end time
Time(s) requested				
Room(s) requested				
Date(s) requested				
Expected Attendance		<i>Staff follow up</i> <i>Date</i> <i>Comments</i>		
Kitchen rental?				
Serving alcohol?				
Sound system?				
Other requests?				