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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):			
<b>Primary Contact</b>			
First Name:		Last Name:	
Street Address:		Phone Home:	
Unit #:		Phone Work:	
City:		Phone Cell:	
Province:		Country:	
Postal Code:		Email Address:	
<b>Secondary Contact (Optional)</b>			
First Name:		Last Name:	
Phone:		Email Address:	

	Set Up Start Time (BOOKING START*)	Event Start Time**	Event End Time**	Tear Down End Time (BOOKING END*)
Time(s) requested				
Room(s) requested				
Date(s) requested				
Expected Attendance		<i>Staff follow up</i> <i>Date</i> <i>Comments</i>		
Kitchen rental? Y/N				
Serving alcohol? Y/N				

\* Please note that you will be invoiced for BOOKING START to BOOKING END times.

\*\* Event Start Time will be posted on our daily events listings for your guests/participants