

REQUIREMENT CHECKLIST

EVENT DATE:

TIME IN:

OUT:

	Room Booked	Please enter requirements for each room or general notes	
<input type="checkbox"/>	Forest Hall		
<input type="checkbox"/>	Servery		
<input type="checkbox"/>	Main Kitchen		
<input type="checkbox"/>	Stage		
<input type="checkbox"/>	Craft Room		
<input type="checkbox"/>	Terrace		
<input type="checkbox"/>	Exhibition Room		
<input type="checkbox"/>	Ex Rm Kitchen		
<input type="checkbox"/>	Oak Room		
	Quantity Required	Tables and Chairs	Qty Availble
<input type="checkbox"/>		5ft Round Tables	8
<input type="checkbox"/>		4ft Round Tables	10
<input type="checkbox"/>		6ft x 2ft3 Retangular Tables	14
<input type="checkbox"/>		6ft x 2ft6 Retangular Tables	20
<input type="checkbox"/>		5ft x 2ft6 Retangular Tables	14
<input type="checkbox"/>		5ft x 2ft9 Retangular Tables	4
<input type="checkbox"/>		4ft x 2ft6 Retangular Tables	3
<input type="checkbox"/>		Stage Units	16
<input type="checkbox"/>		Dark Blue padded chairs	200
<input type="checkbox"/>		Light Blue padded folding chairs	100
<input type="checkbox"/>		Black Plastic craft chairs	36
<input type="checkbox"/>			
	Quantity Required	Kitchen Equipment	Qty Availble
<input type="checkbox"/>		125ml Wine Glasses	100 approx
<input type="checkbox"/>		Tall Highball Glasses	24 approx
<input type="checkbox"/>		Pint Glass Tankards	40 approx
<input type="checkbox"/>		Half Pint Glass Tankards	30 approx
<input type="checkbox"/>		Knives	100 approx
<input type="checkbox"/>		Forks	100 approx
<input type="checkbox"/>		Dessert Spoons	100 approx
<input type="checkbox"/>		Water Jugs	13
<input type="checkbox"/>		Teapots	8
<input type="checkbox"/>		Thermos Jugs	3
<input type="checkbox"/>			

	Quantity Required	Sound, Light & Other Equipment	Qty Available
<input type="checkbox"/>		Digital Projector - Optoma Pro10s DLP (£5)	1
<input type="checkbox"/>		Small Projector Screen	2
<input type="checkbox"/>		Cinema Projector Screen (£26.50)	1
<input type="checkbox"/>		Grand Piano (£53)	1
<input type="checkbox"/>		Upright Piano	1
<input type="checkbox"/>		Flipchart inc. Paper and Pens (£2.50)	1
<input type="checkbox"/>			
	Quantity Required	Sport Equipment	Qty Available
<input type="checkbox"/>		Gym Mats	28
<input type="checkbox"/>		Badminton Net (£2.75)	1
<input type="checkbox"/>		Table Tennis Tables (£5)	2
<input type="checkbox"/>			
	Quantity Required	Services	Cost
<input type="checkbox"/>		Layout Tables and Chairs	£12.50 ph
<input type="checkbox"/>		Put Away Tables and Chairs	£12.50 ph
<input type="checkbox"/>		Staffed and Stocked Bar	Free
<input type="checkbox"/>		Washing Up	£12.50 ph
<input type="checkbox"/>		Sound & Lighting Technician	£12.50 ph

Please ensure all your requirements are listed above.

Should you need to make alterations to your initial choices, please inform us as soon as possible and within 2 weeks of your event date by calling 01590 622580 or email trust@brockenhurstvillage.org.uk

Please submit this document together with your signed Terms and Conditions and payment of your 20% deposit.

Thank you.