

New Heights

124 Warren Farm Road

Kingstanding

Birmingham

B44 0QN

Tel: 0121 386 4345

**LETTINGS ENQUIRY FORM**

Name of Person Enquiring:

Organisation (if applicable):

Name:

Address:

Telephone number:

Email:

Registered charity - Please Circle: Yes No

Purpose of hire:

Regularity - Please Circle: One-off Event Daily Weekly Fortnightly Monthly

If weekly/fortnightly/monthly – preferred day(s):

Preferred Date:

Preferred Start Time: Preferred Finish Time:

How many people are expected to attend?

Do you have public liability insurance? Please Circle: Yes No

Do you require use of the kitchen? Please Circle: Yes No

Do you require the use of tables and chairs? Please Circle: Yes No

If yes how many? Tables: Chairs:

Please specific any other requirements:

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Where did you find out about New Heights?

**PLEASE NOTE**

New Heights has a no smoking and no alcohol policy.