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**Event Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**no. of Attendees** \_\_\_\_\_

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**Contact Name** \_\_\_\_\_

**Contact Telephone no.** \_\_\_\_\_

**Contact Email** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

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<b>Location</b>	Main Hall	Playing Field	Kitchen
	Club Room	Meeting Room	Bar
	Car Park	Changing Room	Stage

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<b>Extra Areas</b>	Catering	Bar Staff	Security
	Toilet Hire	Field Parking	PA System
	First Aiders	Volunteers	Conference

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<b>Licences</b>	Alcohol	Music	Temp. Event
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<b>Booking Signature</b>	_____	<b>Date</b>	_____
<b>QEHW Signature</b>	_____	<b>Date</b>	_____
<b>Parish Clerk Signature</b> (if required)	_____	<b>Date</b>	_____

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<b>Event Poster</b>	Who	What	Why	When	Where
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<b>Poster Extras</b>	Theme	Raffle	FREE Parking	Food	Bar Open
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<b>Event Notices</b>	Facebook	nextdoor	Twitter
	instagram	The Woven	Parish Boards
<b>QEHW Signature</b>	_____	<b>Date</b>	_____

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