

Event enquiry form

Contact details

Name of person

Name of organisation (if applicable)

Address

Contact Telephone Number

Email

Fax Number

Preferred method of contact

Event details

Type of Event

Wedding Meeting Conference

Birthday party Anniversary party Performance

Other (Please state)

Preferred Date of Event

Preferred venue

Chatelherault Country Park

East Kilbride Arts Centre

East Kilbride Village Theatre

Hamilton Town House

Lanark Memorial Hall

Rutherglen Town Hall

Other:

Numbers of participants

Details of Event



Event enquiry form - continued

Catering Requirements

Please give details of preferred catering

Technical

Flipchart

Laptop

Projector

Microphone

Lighting

Screen

Other (Please state)

Additional / technical requirements

Additional requirements (please give details)

Returning this form:

Fax to: 0141 613 5718

By post to:

Rutherglen Town Hall
139 Main St
Rutherglen
G73 2JJ

By email:

Save the form and email the form as an attachment to
rebecca.batchelor@southlanarkshireleisure.co.uk



DATA PROTECTION

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<http://www.slleisureandculture.co.uk/privacynotice>