## **BOOKING REQUEST FORM**

Please compl	ete all sections of this form
·	
Contact deta	ils
First name	ARTHUR
Surname	TORRINGTON
Email addres	ss arthurtorrington@hotmail.com
Telephone	07941361997
Company/org	ganisation WINDRUSH FOUNDATION
Address 1	5 BRAMDEAN GARDENS
L	.ONDON
Postcode S	E12 0NT
Are you booking on behalf of someone else? (e.g a client)	
No	
Event detail	ls
Type of event (please tick)	
Corporate	
Dinner dance	
Product launc	ch
Networking	
Meeting	X
Rehearsal	
Wedding	

Private party
Film/photoshoot
Other
Event name
Event information
Approximate numbers attending 35 GUESTS
Rooms required (please select)
Meeting room
Learning centre X
Ground floor (café & courtyard)
Ground floor (café, courtyard and shop area)
Who will be attending? Please specify (Invited guests or General Public)
GENERAL PUBLIC
DATE AND TIMES
3pm to 5pm
Preferred date(s) SATURDAY 21 MARCH 2015
Alternative date(s)
Please ensure that the time you add includes the estimated time for set up and clearing down.
Start time 3.15pm
End time 4.45pm

## **ABOUT THE EVENT**

Will the event be ticketed?

YES

Will there be an admission charge?

NO

Are you planning on doing any of the following?

Providing food? NO

Providing free alcohol to guests? NO

Selling alcohol? NO

Providing live music NO

Dancing? NO

Showing a film? NO

Providing live entertainment? NO

Running a raffle/auction? NO

Running any sporting activity? NO

Finally, how did you hear about Black Cultural Archives?

N/A

For more information and to arrange a visit please contact our visitor services team reception@bcaheritage.org.uk or download a brochure from our website.

## Did you know that Black Cultural Archives is a registered charity?

All income generated from our public programme, corporate and private events funds Black Cultural Archives, the charitable trust that provides learning activities for schools, young people and the wider community and is developing and preserving the archives of Black British history/presence for the nation.