

Refreshment/Hire Booking Form



Budget Code (PCC requests only) -----

Event Title

Event Title	
Event Date	
Time	
Contact Name	
Organisation	
Address	
Telephone Number	
E-mail Address	

Thank you for your support. By making a booking you are supporting The Harris, a Grade I Listed Museum, Art Gallery and Library in the heart of Preston. Free, welcoming, and inspiring for everyone, bringing culture to life in Preston – today and in the future.

Venue: Harris Guild Hall

Refreshment Request (Note: Prices include VAT)

Menu Choice	Qty	Price	Total Amount
Breakfast			
Sandwich Buffet			
Finger Buffet			
Fork Buffet			
Canapes			
Hot Buffet			
Coffee/Teas			
Drinks			
Total			

Room Rate (circle the appropriate rate)



Reading Room Fees:	Morning (9am -1pm) or Afternoon (1pm – 5pm)	All Day
Large Corporate Organisations: Business entities, often incorporated, with significant market power and resources, (typically 250+ employees)	£600	£1,100
Small Organisations: (10 to 49 employees) Medium Organisations: (50 to 249 employees)	£400	£700
Charities: Non-profit making organization	£200	£300

Equipment Request

Tables	<input type="checkbox"/>
Chairs	<input type="checkbox"/>
Projector	<input type="checkbox"/>
Projector Screen	<input type="checkbox"/>
Laptop	<input type="checkbox"/>
Speakers	<input type="checkbox"/>
Mic	<input type="checkbox"/>

Is this a private meeting/event? Yes/No