

VICTORY OUTREACH EVENT BOOKING FORM

All events must have a completed booking form so that we can fulfil all your requirements.
Your booking will be confirmed with you once we have checked our bookings calendar.

Event Details

Event title:

Event date:

Start time:

End time:

Recurring dates:

Nature of event:

Est. attendees:

Event type:

Formal / Informal other:

Ticketed event:

Door charge:

Room hire:

Sanctuary

Green room

Class room

Board room

VIBE cafe

Room setup:

Conference

Banquet

Training

Board room

Lounge

Event Organiser Contact Details

Contact name:

Mobile:

Contact email:

Organisation:

Address:



Return completed booking form to:

Event Bookings, Victory Outreach, 19 Liverpool Street, Manchester, M5 4LY

E: eventsvomanchester@gmail.com | T: 0161 727 6624

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Event Requirements

Tick whether you have the following requirements: (Additional charges may be incurred)

Security:

Ushering:

Video / presentations:

Sound engineer:

Promotion (flyers/posters etc):

First aid:

Decoration:

Theme

Table

Hospitality: (we will send you our menus)

Use of kitchen:

Cleaning team:

Other:

Office use only:

Tick to confirm the following actions:

Hire fee:

Deposit:

Date/event confirmed

Calendar

Web/newsletter

Notify relevant:

Streams

Ministries

Caretaker

Additional comments



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