

Received on _____(date)
at _____(time)
by _____ (initials)



Leges International Ltd

Event Application Form

Anticipated Date/s of Event: _____

Applicant was referred to Leges International by:

- Estate Agent Newspaper Exterior Sign
 Internet Other _____

Business details

Applicant's name (First and Last Name)

Company/Trading Name

Legal status of company:-

- Limited Company Sole trader Partnership

Business sector _____ Nature of business _____



Event Details

Number of attendees _____

Type of Event

- Business Event
- Product Launch
- Presentation Evening
- Training Venue
- Networking Group Meetings
- Annual General Meeting
- Staff Awareness Training
- Enthusiasts Evening
- Private Screenings

Audio/Visual requirements

Hospitality services

- Tea and coffee
- Cold drink selection
- Lunch
- Healthy snacks throughout the day
- Special dietary requirements (please specify) _____



Personal details

E-mail: _____ Work Phone: _____

Mobile Phone: _____

Contact Name _____

Applicant business address

Invoice Address (if different)

Notice: Unless agreed otherwise in writing, the event space and date remains on the market until the event application is approved and the holding deposit/advance rental is paid. Until then, Leges International Ltd may continue to show the event space to other prospective tenants and accept another offer.

I, on behalf of my company, declare my application to be truthful

Applicants Signature: _____ Date: _____

For Leges International Ltd use: On ____ (date) _____ (name/Initials)			
Notified	<input type="checkbox"/>	Applicant	<input type="checkbox"/> _____
By	<input type="checkbox"/>	phone	<input type="checkbox"/>
	<input type="checkbox"/>	mail	<input type="checkbox"/>
	<input type="checkbox"/>	fax	
	<input type="checkbox"/>	email	<input type="checkbox"/>
	<input type="checkbox"/>	in person that:	
Applicant was	<input type="checkbox"/>	approved	<input type="checkbox"/>
	<input type="checkbox"/>	not approved	

