

Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

### HIRING A PUBLIC ROOM

Example

- the Main Hall - seats [0] **200**

#### Room and cost

- the [1] \_\_\_\_\_ Room - seats 100
- Cost of Main Hall for Saturday evening: [2] £ \_\_\_\_\_  
+ £250 deposit ([3] \_\_\_\_\_ payment is required)
- Cost includes use of tables and chairs and also [4] \_\_\_\_\_
- Additional charge for use of the kitchen: £25

#### Before the event

- Will need a [5] \_\_\_\_\_ licence
- Need to contact caretaker (Mr. Evans) in advance to arrange [6] \_\_\_\_\_

#### During the event

- The building is no smoking
- The band should use the [7] \_\_\_\_\_ door at the back
- Don't touch the system that controls the volume
- For microphones, contact the caretaker

#### After the event

- Need to know the [8] \_\_\_\_\_ for the cleaning cupboard
- The [9] \_\_\_\_\_ must be washed and rubbish placed in black bags
- All [10] \_\_\_\_\_ must be taken down
- Chairs and tables must be piled up

## Questions 1-10

Complete the notes below.

Write ONE WORD AND/OR A NUMBER for each answer.

**ENQUIRY ABOUT JOINING YOUTH COUNCIL**

Example

Name: Roger [0] **Brown**

Age: 18

Currently staying in a [1] \_\_\_\_\_ during the week

Postal address: 17 [2] \_\_\_\_\_ Street, Stamford, Lines

Postcode: [3] \_\_\_\_\_

Occupation: student and part-time job as a [4] \_\_\_\_\_

Studying [5] \_\_\_\_\_ (major subject) and history (minor subject)

Hobbies: does a lot of [6] \_\_\_\_\_, and is interested in the [7] \_\_\_\_\_

On Youth Council, wants to work with young people who are [8] \_\_\_\_\_

Will come to talk to the Elections Officer next Monday at [9] \_\_\_\_\_ pm

Mobile number: [10] \_\_\_\_\_