SECTION 1 ***Questions 1-10***

Questions 1- 6

Complete the notes below.

*Write **ONE WORD** for each answer.*

HIRING A PUBLIC ROOM

Example

The Main Hall – seats 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** .....
- Addition charge for use of the kitchen: £25

Before the event

- Will need a **5**..... license
- 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

LIVEWORKSHEETS