SECTION 1 11T1

Questions 1-10

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

LIVEWORKSHEETS

SECTION 1 11T2

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] _____

LIVEWORKSHEETS