

Richard Williams (Town Clerk)

From: Kimberly Wright (Events, Planning and Markets Officer)
Sent: 18 December 2025 15:12
To: Richard Williams (Town Clerk)
Cc: Town Hall (Operations Team)
Subject: Fw: Assembly Room Booking

From: [REDACTED]
Sent: 18 December 2025 14:36
To: Kimberly Wright (Events, Planning and Markets Officer) <kimberly@welshpooltowncouncil.gov.uk>
Subject: Assembly Room Booking

Hi Kim,

Here are the details of the booking request for our Sunday services

We would be looking for use of the Assembly Room from 9:30am-13:30pm every Sunday, from Sunday January 18th to Sunday March 15th, with the possibility of further dates in the future.

We would need access to hot water (boilers or urns I suppose) for tea and coffee after the service, and access to a projector screen. The seating would be set out for around 100, but this may increase as time goes on. We would be bringing our own sound equipment (PAT compliant).

If there are Saturday bookings that require a clean up on Sunday morning, we would be willing to help clean and prepare the area, if this means we can use it!

Do let me know if you need anymore details,
All the very best,

[REDACTED].

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[REDACTED]

[REDACTED]

[REDACTED]