



If you'd like to book a table for a special occasion, use the form below to let us know your requirements (a deposit may be required) and then pop in and hand it to a member of staff about your visit. We have a range of food and drinks packages that can be tailored to groups of up to 50 and can also offer private hire of the venue for larger groups.

Pen Factory Ltd
 Hope Street
 Liverpool
 L1 9BQ
 VAT No.: 178841366

Company or group name:		
Organiser name:		
Contact email:	Contact tel:	
Event type:		
Private event: Yes / No	Full day hire: Yes / No	Half day hire: Yes / No
Time from:	Time to:	
Event brief:		
Additional requirements: (PA, entertainment, garden access etc)		

Item	Cost	VAT	Totals

Deposit is 20% of invoice total. Deposits must be paid a minimum of two weeks before the event and the outstanding balance must be settled no more than two weeks after.

Bank: **Handelsbanken**

Acc: **63305475**

Sort: **40-51-62**

Total:	
Deposit 20%:	
Paid on:	
Outstanding:	