



HEADQUARTERS AUDIT

Headquarters of:  Own HQ / Rented (Church Hall)	GSL/GM/SiC:		
Address:    Post Code: Tel No:	GSL Address:    Post Code: Tel No: Email:		
Sketch Map for Headquarters:	Key Holder: Address:   Post Code: Tel No: Email:		
	Booking Secretary: Address:   Post Code: Tel No: Email:		
Sketch of HQ layout, grounds and car-parking	Kitchen: Domestic / Industrial		
	Usable Rooms: Name/Room No	Size	Audio Quality
Available Equipment:	Any specific notes about security alarms / heating controls etc. Please write here or on reverse of sheet.		
Comments: Indication of hire rates: day ..... weekend .....			