

Venue Hire Booking Form

If you would like to request a quote or make a booking, please complete this form. An asterisk (*) denotes a mandatory field and enquiries may be delayed if this information is not provided.

Please note that bookings are not confirmed until we have received a completed booking form and the agreed deposit. All bookings are subject to our terms and conditions which we recommend you read carefully.

If you would like further information before requesting a quote or booking, please contact Arron Polton on 01424 458320 or apolton@sussexcoast.ac.uk.

About you

*Organisation / business name:

*Your address:

Invoicing
address:
(if different)

*Post code:

Post code:

*Contact name:

*Email address:

*Telephone:

Fax no:

*Would you like to receive a copy of our regular e-Newsletter?

YES:

NO:

*Is your organisation / business part of the public sector, a community group or registered charity?

YES:

NO:

About your event

Event name:

*Date(s):

*No. of attendees:

*Arrival time:

*Start time:

*Finish time:

*Departure time:

*Campus:

(Station Plaza / Ore Valley, plus specific room requests e.g. Sensory room, IT room etc. / no preference)

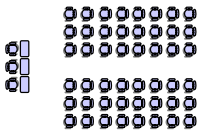
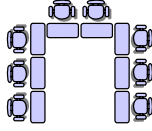
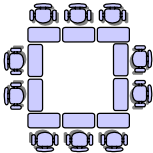
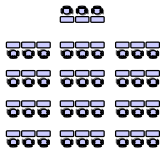
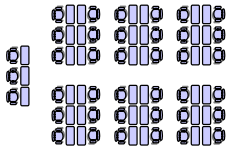
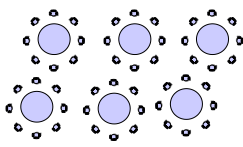
*Special details:

Rental price:

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Your room requirements

*Layout (please tick your required layout)

Theatre		<input type="checkbox"/>	Meeting		<input type="checkbox"/>
Boardroom		<input type="checkbox"/>	Classroom		<input type="checkbox"/>
Cabaret (standard)		<input type="checkbox"/>	Cabaret (premier)		<input type="checkbox"/>

Your equipment requirements (please tick all that apply)

Presentation equipment	<input type="checkbox"/>	Flipchart & pens	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	Whiteboard & pens	<input type="checkbox"/>
Pens & paper	<input type="checkbox"/>	Extension lead	<input type="checkbox"/>
Lectern	<input type="checkbox"/>	PA & microphone	<input type="checkbox"/>
Other (please state)	<input type="text"/>		

Your catering requirements

Please let us know if you have any refreshments or catering needs during your event and we can provide you with details of the different options available to suit all budgets.

Your signature

Your signature I certify that I have read, understood and agree to the 'Terms and Conditions of Venue Hire', a copy of which has been provided to me.

*Signature:	<input type="text"/>	*Print:	<input type="text"/>
*Date:	<input type="text"/>		