



The Capitol
HORSHAM

CORPORATE HIRE RESERVATION MEETING ROOM

Telephone: 01403 756091

Booking Contact: jon.simpson@horsham.gov.uk

Name:

Address:

Telephone:

Email:

*MAKE APPLICATION FOR THE HIRE OF THE MEETING ROOM AT THE CAPITOL (MAX CAPACITY 14)
The Capitol, North Street, Horsham, West Sussex, RH12 1RG*

Date(s) of Hire:

Start Time: **End Time:**

For the purpose of:

Hire Charge:

Approximate Number of Delegates:

Room Layout (Indicate): Boardroom: Theatre Style:

Technical Equipment Required (Please indicate - subject to additional charge at published rates) :

Flipchart (specify no.)	<input type="checkbox"/>	TV & DVD Player	<input type="checkbox"/>
LCD Projector	<input type="checkbox"/>	35mm Slide Projector	<input type="checkbox"/>
OHP	<input type="checkbox"/>		

IF YOU REQUIRE ANY CATERING, PLEASE MAKE CONTACT WITH 'CENTRE CATERING' DIRECTLY ON 01403 243244. THEY WILL BE ABLE TO PROVIDE PRICES FOR AVAILABLE OPTIONS.

I HAVE READ AND UNDERSTAND THE CONDITIONS OF HIRE AND SCALE OF CHARGES, COPIES OF WHICH ARE RETAINED BY ME AND I AGREE TO CONFORM TO THE SAME.

Signed:

Date:

THIS FORM SHOULD BE RETURNED WITHIN 7 DAYS FOR THE BOOKING TO BE RETAINED. 20% OF THE ANTICIPATED HIRE FEE IS REQUIRED AS A DEPOSIT, WITH THE FINAL INVOICE ISSUED AFTER THE HIRE.

