



CHICHESTER CITY COUNCIL

APPLICATION FOR HIRE OF COUNCIL HOUSE ACCOMMODATION

By completing this form you give consent to Chichester City Council to hold your data which will only be held as long as necessary and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

CRUSH BAR– First Floor (Meeting area for maximum 16 People)	Net	VAT @ 20%	TOTAL	£
Mon-Fri 9:00am – 12:00pm	42.50	8.50	51.00	
Mon-Fri 2:00pm – 5:00pm	42.50	8.50	51.00	
Mon-Fri 9:00am – 5:00pm	85.00	17.00	102.00	
TOTAL PAYABLE				

I hereby apply for the hire of facilities on:

Day(s) / Date(s)

For the purpose of

Name of Organiser:

Name of Organisation:

Address:

.....

.....

Tel No:

Email:

**TERMS OF PAYMENT: Full payment is required at the time of booking.
In the event of a cancellation 10% of the cost will be retained or full amount if less than 30 days notice.**

Signed:Date:.....

Payment can be made by card or BACS (details on invoice). A charge will be applied for credit cards.

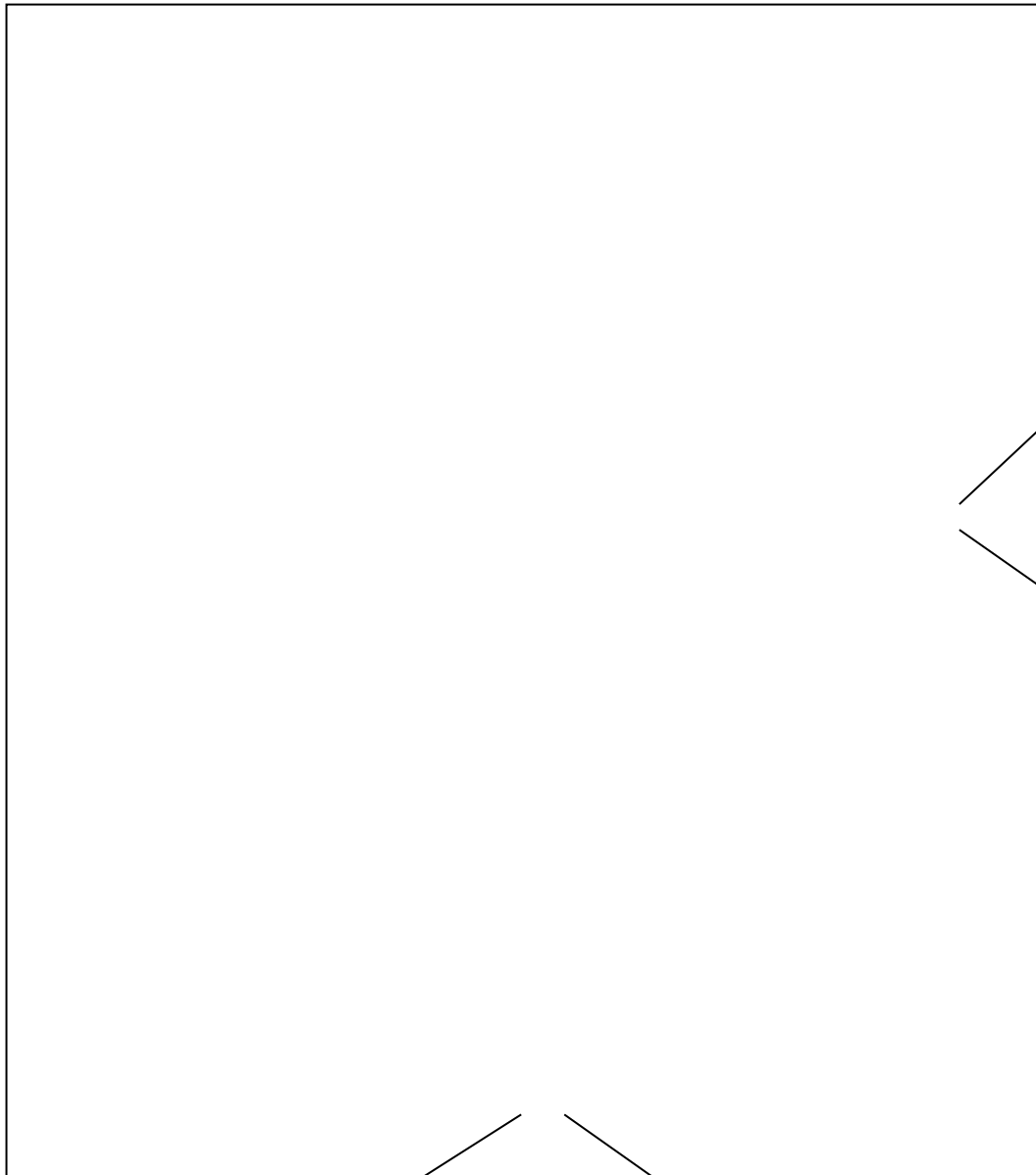
Please return this form to Claire Adams

Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ.

Telephone: 01243 788502.

Email : c.adams@chichestercity.gov.uk

Please draw a sketch of how you would like your furniture to be set out.
i.e. how many chairs/tables and where in the room



Other items we can provide, please tick if you require

6' x 3' tables

3' x 3' tables

Blackboard & stand

Flipchart stand (no pad or pens provided)

Projector Screen (£12) (no laptop or projector available)

Please note that refreshments are not provided by the City Council