



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.

Table with 5 columns: Description, Net, VAT @ 20%, TOTAL, £. Rows include ASSEMBLY ROOM - First Floor with various time slots and rates.

Table with 5 columns: Description, Net, VAT @ 20%, TOTAL, £. Rows include OLD COURT ROOM - Ground Floor with various time slots and rates.

Table with 5 columns: Description, Net, VAT @ 20%, TOTAL, £. Row: 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:.....

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

PTO



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)

Large Projector Screen (£35) (no laptop or projector available)

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

Hand Held Microphone

Lectern with microphone

Piano

Please note that refreshments are not provided by the City Council