NORTHBROOK
COMMERCIAL SERVICES

Rooms for Hire 2016/17

Northbrook College is dedicated to meeting the needs of the business community and is now offering a range of rooms for hire. Whether you need space for company training, meetings or presentations we can accommodate your needs on a small or large scale basis.

Which site do you require? ☐ Broadwater ☐ West Durrington ☐ Shoreham Airport ☐ Kingston Buci

Price Band	Training Room	Exam/Computer Room	Business Conference Space	Specialised Dance Studio	Small Meeting Room
A	£65	£80	£140	£20 per hour	£15 per hour
B	£65	-	£120	-	£10 per hour
C	£40	£40	£60	-	£10 per hour
	Per 4 hour session				

Out of Hours Caretaking (£23.50 per hour) ☐ Yes ☐ No

Operating Technician (£27 per hour) ☐ Yes ☐ No

Please note, VAT will be charged to all *Broadwater* & *Shoreham* room hires. Any cancellation of catering less than 72 hours prior to the room hire date will be *charged full price*. Any cancellation of room hire less than 48 hours prior to the room hire date will also be *charged full price.* On all sessional bookings made a *non-refundable deposit of 10%* will be charged.

Dates Required: _____ Times Required: _____ Numbers of Attendees: _____

Reason for Hire: _____

Special Requirements: _____

Will you require a quote for refreshments? ☐ Yes ☐ No

How do you wish to pay? ☐ By cheque ☐ By invoice

If you wish to be invoiced, please provide information below and sign at the bottom of this form. Please make cheques payable to Northbrook College Sussex.

Your Name: _____ Job Title: _____ Contact Number: _____

Company Address: _____

I have read and agreed to the above conditions of room hire and await my confirmation in writing.

Signed: _____

Print: _____ Date: _____

If you are planning to use any materials or equipment that could harm or cause a fire, please forward a copy of your Public Liability Insurance certificate, for our records. Once the form is completed in full, please email to business.solutions@nbcol.ac.uk.

Declaration – The information you have supplied will be entered onto our database which will enable us to send you any marketing material we feel is relevant to you. If you *do not* wish to receive this material or do not want your details entered onto our database please tick this box: ☐

For more information please contact:

business.solutions@nbcol.ac.uk or 01903 273 732