



Rooms for Hire 2017/18

Term Time (09:00-17:00)

Northbrook MET 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



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
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:

Stationery is not included and parking is not guaranteed.

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 MET College.

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 commercial.services@nbcol.ac.uk.

Restrictions on lettings will be in place due to the college mandatory obligation to safeguarding hence rooms have limited availability.

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:
commercial.services@nbcol.ac.uk or 01903 273 732