

Rooms for hire 2017/18

Term time (09:00-17:00)

Northbrook MET 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.

Broadwater Campus	A	West Durrington Campus	A	Kingston Buci Campus	B	Shoreham Airport	C
Price Band	Training Room	Exam/Computer Room	Business Conference Space	Specialised Dance Studio	Small Meeting Room		
A	£65.00	£80.00	£140.00	£20.00 per hour	£15.00 per hour		
B	£40.00	£40.00	£60.00	-	£10.00 per hour		
C	£65.00	-	£120.00	-	£10.00 per hour		
Per four 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

Number of attendees

Reason for hire

Special requirements

Will you require a quote for refreshments?

Yes No

How do you wish to pay?

Cheque 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 Metropolitan College.

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

Signed

Print name

Date

Email address

Contact number

Company address

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@GBMC.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 further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

✉ commercial.services@GBMC.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 **Northbrook Metropolitan College**, Business Solutions,
17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY