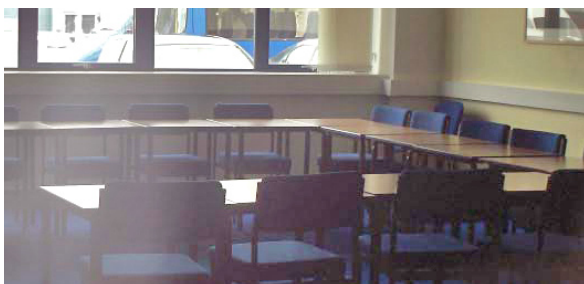


Northbrook College's Business Development Centre is dedicated to meeting the needs of the business community and is now offering a range of rooms for hire. Whether you need space for company training, meetings or presentations we can accommodate your needs on a small or large scale basis at either the West Durrington, Broadwater Road, Shoreham Airport or Liverpool Gardens college sites.

This leaflet contains details of a selection of the rooms that can be hired, subject to availability, and information on how to book. If you would like any further information, please contact the Business Development Customer Service Team on 01903 606114.



Room	Conference Room - rooms A20 and A21, Shoreham Airport Campus (can be divided into two rooms .
Seats	30 horseshoe style or 70 theatre style
Equipment	PC and projector, white board



Room	Class Room A5, Shoreham Airport Campus
Seats	15 - 20
Equipment	White board , PC and projector

If you wish to proceed and hire a room or equipment, please complete the attached booking form and return either by fax to 01903 606469, email roomhire@nbc.ac.uk or post to:

Freeport RRYT-RBZB-RLHH, FAO: Clare Smith/Customer Services Northbrook College,
Business Development Centre, 17 Liverpool Gardens, Worthing BN11 1RY



Room	Class Room N1, Broadwater Campus
Seats	50-60
Equipment	Whiteboard only



Room	Conference/Meeting Room, Liverpool Gardens
Seats	10-12
Equipment	PC and projector



Room	Conference Room (Board Room), West Durrington Campus
Seats	20-26
Equipment	PC, projector, flipchart and stand, water dispenser



Room	Class Room 301, West Durrington Campus
Seats	10
Equipment	PC and projector,

ROOM HIRE BOOKING FORM 2010/2011 (ACADEMIC YEAR)

Which site do you require? West Durrington Shoreham Broadwater Liverpool Gardens

Dates required

Times required

Number of attendees

Will any of your attendees need any form of assistance whilst on the campus? Yes No

Reason for room hire

Please tick one of the following (please note: 'per session' equates to the morning 08.00-13.00hrs, afternoon 13.00-17.00hrs or evening 17.00-21.00hrs):

Category A	Class Room	@	£ 60 per session	<input type="checkbox"/>
Category B	Class Room with PCs	@	£ 80 per session	<input type="checkbox"/>
Category C	Conference Room	@	£140 per session	<input type="checkbox"/>
Category C	Business Conference Room	@	£140 per session	<input type="checkbox"/>

Do you require any of the following resources?

Manual Visual Aids (e.g. flipchart)	@	£ 5 per session	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Projector/IT equipment	@	£35 per session	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operating technician (not available at Liverpool Gardens)	@	£27 per hour	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Caretaking/cleaning (charged when the college is closed)	@	£22 per hour	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(Office use only) To be charged? Yes No

**Please note: VAT will be charged to all Broadwater and Shoreham room hires.
Any cancellation of catering less than 72 hours prior to the room hire date will be charged full price.**

Will you be using any materials or equipment that could harm or cause a fire?

Yes

No

If you have answered 'Yes' to this question, please forward a copy of your Public Liability Insurance certificate, for our records. Thank you

How do you wish to pay?

By cheque

I would like to be invoiced

If you wish to be invoiced, please provide the relevant information below and sign at the bottom of this form. If you wish to pay by cheque, please make it payable to Northbrook College Sussex and sign at the bottom of this form. Thank you

Declaration

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

Catering

West Durrington, Broadwater and Shoreham Airport sites have cold snacks and drink vending machines, as well as refectories that are open during term time. West Durrington site also has a shop which is open all year round.

Person making the booking:

Name

Title

Initial

Surname

Job title

Company address

Contact phone number

Person to be invoiced (if different from above):

Name

Title

Initial

Surname

Address where invoice is to be sent

Contact phone number

Please note: On all bookings made, a non-refundable reservation charge of £50 is payable

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

Signed

Date

Name

Once the form is completed in full, please detach and fax back on 01903 606469

For office use only

Amount to charged in total £

IRF number

Cheque enclosed? Y/N

Invoiced to be raised? Y/N