



Clarendon Centre - Booking Form

Name of Organization/Company	
Contact Name	
Address:	
Invoice to:	
Telephone No.	

Event Details:

Date of Event	
Type of Event	
Expected Attendance: Adults	
Expected Attendance: Children	

Hours Required (Including Set up and Breakdown).

From:		To:		Total Hours:	
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Rooms required: (Please X in the box)

Ground Floor:

Lounge	
Carey Room	

First Floor:

Whitefield Room	
Edwards Room	
Hudson Taylor Room	
Creche	

Second Floor

Main Auditorium	
Including use of Staging Equipment or Musical Instruments.	

Equipment Required (please note an additional charge will be required):

Overhead		Flipchart	
TV		Video	
PA		Data Projector	
Laptop		Wipe board	

Catering Requirements including times: (remember to consider drinks with lunch)

Details of Event and Special Requests:

Declaration by Hirer:

I acknowledge that I have received a copy of the terms and conditions relating to the use of Clarendon Centre and agree to abide by them. I agree to pay for the reinstatement following any damage to the property caused as a result of this letting.

Date Signature.....

A deposit invoice of 33% of the total hire price a confirmation sheet ,will be issued on receipt of this form. Confirmation of the booking is subject to payment of the deposit invoice.

Clarendon Centre
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Brighton, BN1 4GQ
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Charity Reg no: 1069942