

Sussex House, 212 High Street, Lewes, East Sussex, BN7 2NH
Tel: 01273 473442 Fax: 01273 483109

Meeting Room Booking Form

Organisation Details:

Contact Person:

Name of organisation:

Address of organisation:

.....

..... Postcode:

Telephone:

Email:

Invoicing details:

Address to which invoice should be sent:

.....

.....

.....

Purchase Order Reference:

Booking Details:

Date of venue booking:

Time*:

Number of people attending:

* please note:

- please allow time for setting up and clearing away in your booking.
- the meeting rooms are available from 8.00am – 5.30pm.
- Weekly Fire Alarm Testing is carried out at 3.00pm every Tuesday.

cont'd over /

Room(s) required (please tick as appropriate):

Cuckmere Room (£17.50/hr) – (10 people)

Downland Room (£17.50/hr) – (15 people)

Small First Floor Room (£10.00/hr) – (6 people)

Room layout required: Board Room style
(please tick as required) Theatre style

Refreshments required (please tick as appropriate):

Tea / Coffee / Biscuits / Water - £1.00 / hd

Lunch:
(please telephone to discuss requirements)

Equipment booking – included in the cost of the room (please tick as appropriate):

- Powerpoint Projector
- Laptop
- Television and Video
- OHP Projector
- Flipchart stand & paper

Any additional requirements:

I confirm that I have the authority of the above organisation to sign this booking form on their behalf.

Signed: **Date:**

Name (print):.....

Please return this form to:
Administration Team, Action in rural Sussex, Sussex House, 212 High Street, Lewes,
East Sussex, BN7 2NH
Tel: 01273 473422

Email: dawn.brock@ruralsussex.org.uk or claire.reynolds@ruralsussex.org.uk