



Room Hire Booking Form

About You

Contact Name	
Company Name (if applicable)	
Address	
Phone Number	
Mobile Number	
Email	
Event Title/ description	

About Your Booking

Please note hire charges apply for set up and set down of event/function.

Day	Date	Arrival Time	Start Time	Finish Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

If block booking, please note block bookings are for a maximum of 6 months only. Future block bookings are subject to a review after this period.

Number of delegates / guests	
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Which room are you looking to hire? (Tick all that apply)

Auditorium	
Function Room	
Conference Room	
Studio	
Bar	

How would you like the room set up?

Theatre style (chairs in rows)	
Boardroom (chairs around tables)	
In the round (circle of chairs)	
U shaped (tables in U formation with chairs)	
Other (please specify)	

We can offer a wide range of additional services and equipment to support your function or event.

Technical

Please list any technical requirements or services you require.

Please note:

- All prices exclude VAT.
- All room hire includes tables, chairs and Wi-Fi.
- Community and charity hirers receive 40% discount off additional charges.

Catering

Please list any catering requirements or services you require.

Please note:

- All prices exclude VAT.
- We do not offer any self-catering at Camberley Theatre.
- We require 48 hours' notice for all catering requirements including final numbers and allergies.

Please supply any further information about your event below:

Please supply name and full contact details of the person who should receive the invoice if different from that given above.

Please email this form to andy.edmeads@surreyheath.gov.uk who will confirm the booking.