

NORTH YORKSHIRE COUNCIL
ROOM BOOKING PROFORMA

Contact Name for Booking: _____

Meeting Title: _____

Name of Organisation: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date Required: _____

Booking Period: Please select...

Time of Meeting: From: _____ To: _____

Number of People Attending (approximately): _____

Please select your room of choice below. Room prices and layouts for the Council Chamber and Committee Room are on the following pages.

Council Chamber	Maximum persons - 65	<input type="checkbox"/>
	Room Layout Required*: Default Layout	
Committee Room	Maximum persons - 20	<input type="checkbox"/>
	Room Layout Required*: Default Layout	
Civic Suite**	Maximum persons - 85	<input type="checkbox"/>
<i>(Council Chamber & Committee Room together)</i>		
Meeting Room 2	Maximum persons - 14 (available until 5.00pm)	<input type="checkbox"/>
Meeting Room 4	Maximum persons - 8	<input type="checkbox"/>

* If your required room layout is not listed, please detail your requirements in a covering email.

** Please note the Civic Suite can be booked for full days only.

It is the responsibility of the host to configure the room and set up any additional equipment i.e. microphones.

Please note that the Civic Centre main entrance doors will automatically close at 5.00pm. If visitors are arriving after this time, they will need to be greeted at the entrance. For evening bookings, the host of the meeting should arrive before 4.45pm.

Please email completed forms to Roombookings2.sel@northyorks.gov.uk

There is a café located in the area adjacent to the main reception area. Please contact the following number to arrange refreshments 0300 131 2 131.

For SAT NAV users please use this alternative postcode YO8 9BX.

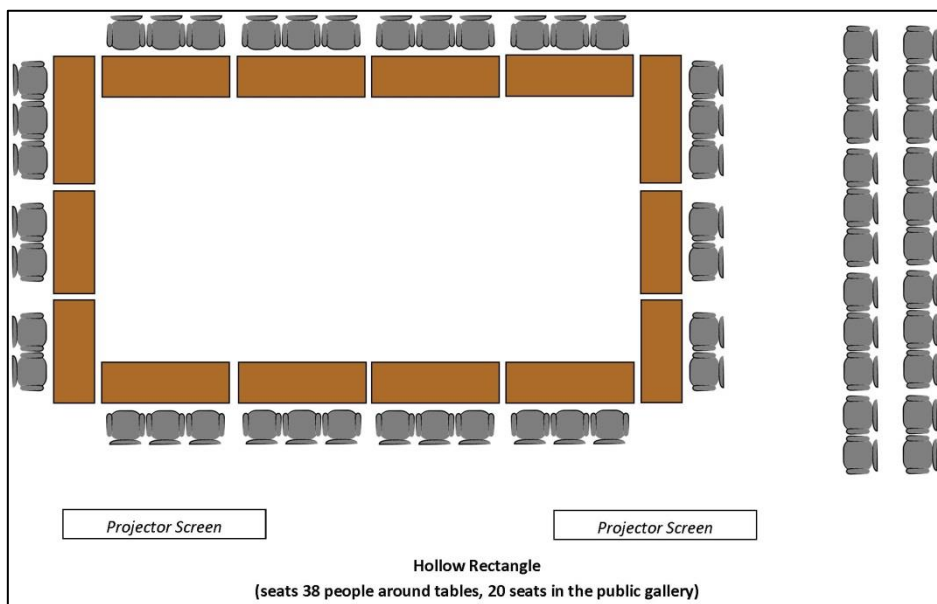
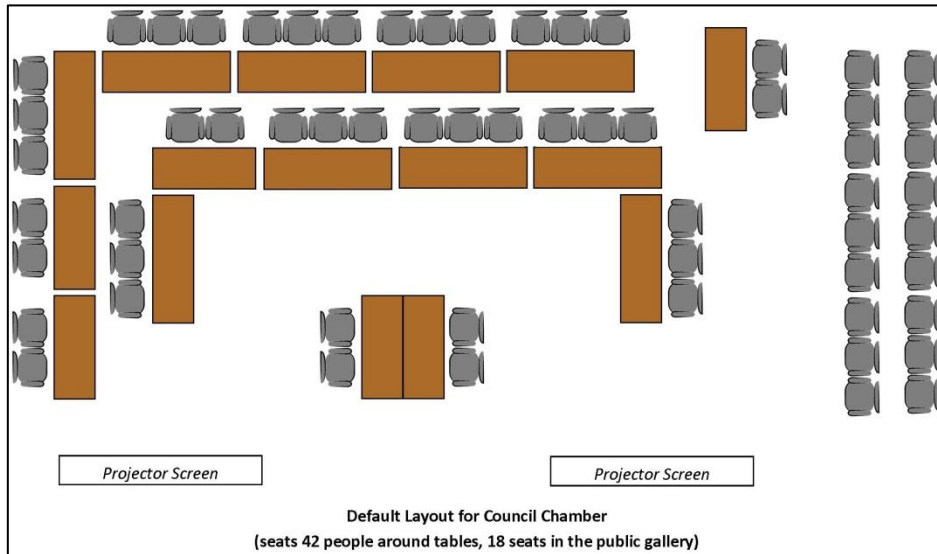
Room Charges* from 1st April 2022

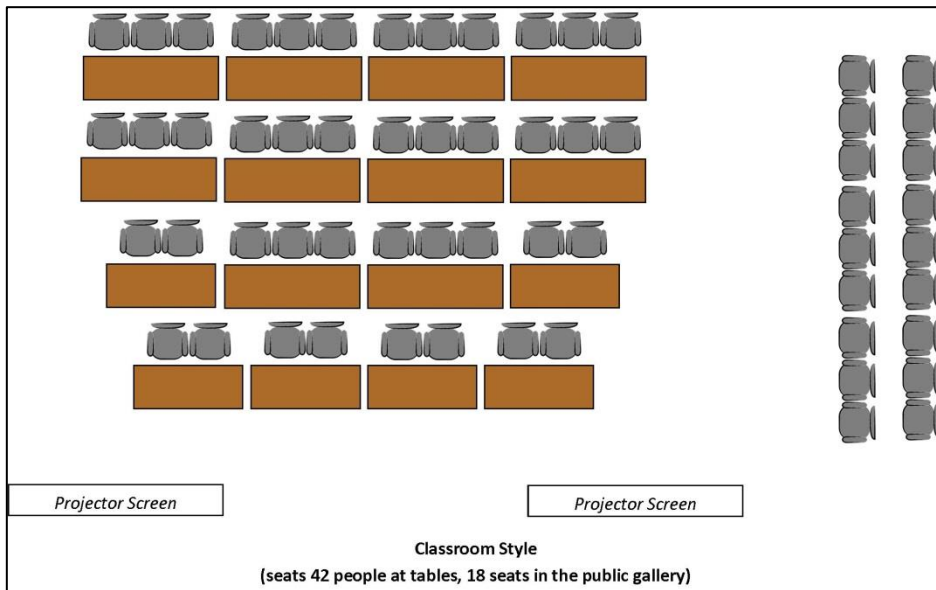
Civic Chamber	£174.00 per half day £348.20 per full day £232.20 per evening
Committee Room	£87.00 per half day £174.00 per full day £116.10 per evening
Civic Suite <i>(Civic Chamber and Committee Room together)</i>	£522.10 per full day
Meeting Room 2 <i>(available until 5.00 pm)</i>	£58.00 per half day £116.10 per full day
Meeting Room 4 <i>(available until 5.00 pm)</i>	£28.90 per half day £58.00 per full day

Morning meetings: 8.30am to 12.30pm
 Afternoon meetings: 1.00pm to 5.00pm
 Full day meetings: 8.30am to 5pm
 Evening meetings: 5.30pm to 7.30pm

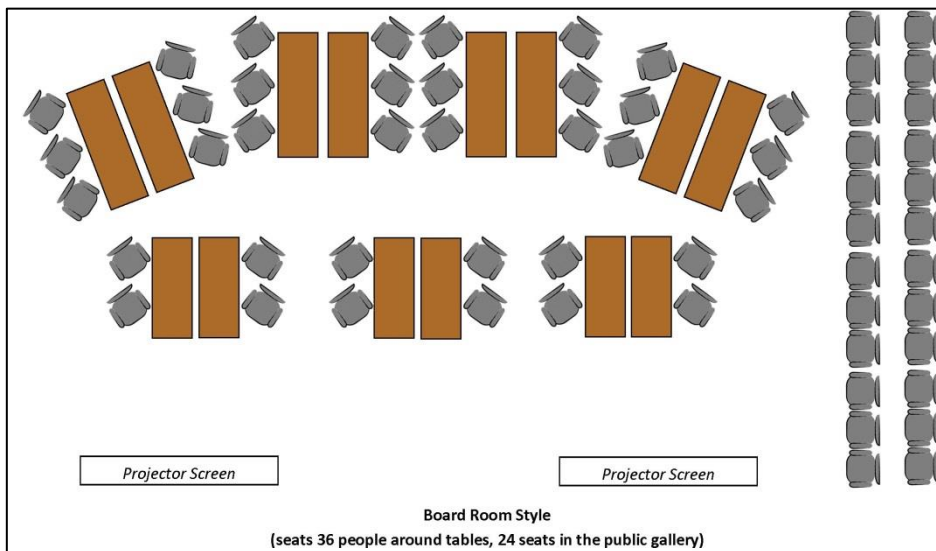
Please note the Civic Suite can only be booked for full days.

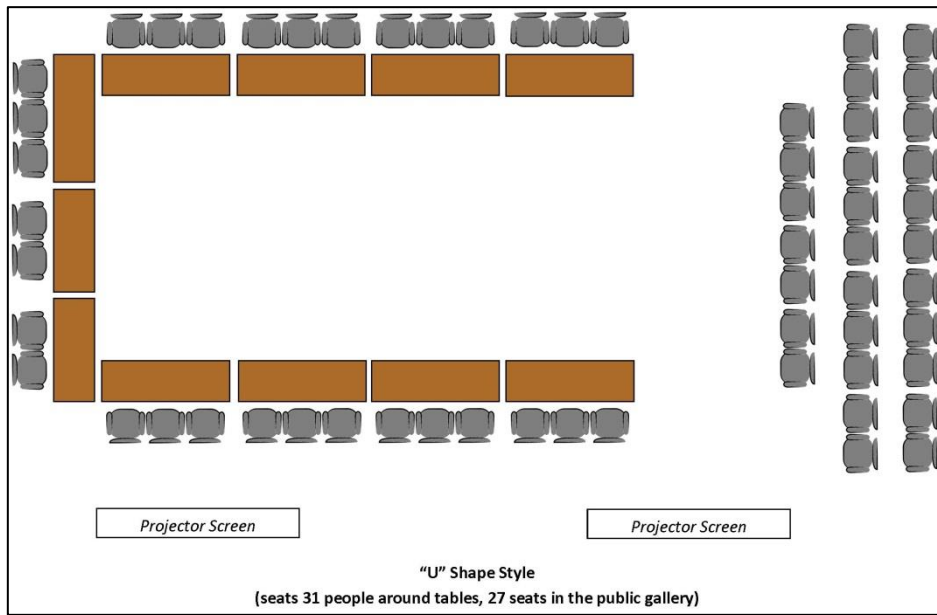
Council Chamber Room Layouts





Council Chamber Room Layouts (continued)





Committee Room Layouts

