



# Uckfield Civic Centre

www.uckfieldciviccentre.com

Uckfield  
East Sussex  
TN22 1AE

## LAYOUT REQUEST FORM

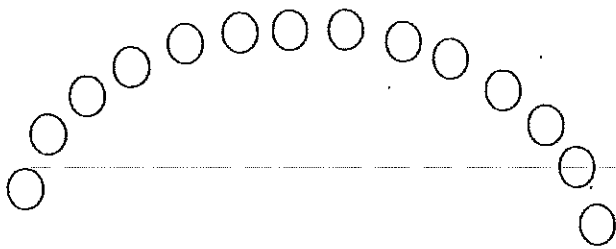
Booking no:

Date of booking:

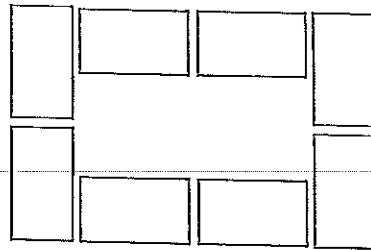
- Please tick the room layout that you require from the sketches below.
- If none of the examples are suitable, please attach your layout requirements to this form.
- If various styles are required for different rooms booked on the same day, please mark this clearly on this form.

The maximum capacity for each room depends upon the layout. If you are unsure if the layout required is suitable for the room and the number of delegates expected, please ask our staff for guidance.

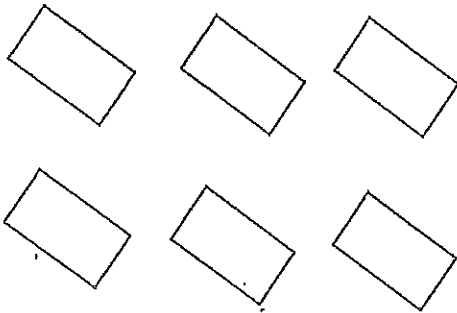
Chair semi circle



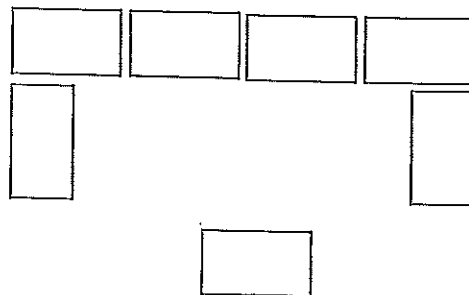
Boardroom



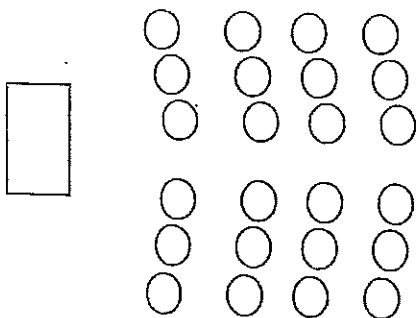
Cabaret



Classroom



Theatre



Other (please specify)



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## Additional Equipment Requirements Charges from 1st April 2008

Booking no:

Date of booking:

Please tick any additional equipment you require for your booking. VAT at the standard rate will be added to the prices below. Please return this form with your booking form.

<u>Weald Hall only</u>	Hire Rate
Multi-height flexible staging - one third (24' x 6') of the stage is permanently erected and may be used by any hirer at no extra charge.	
Two thirds stage (24' x 12')	£9.50
Full stage (24' x 18')	£19.00
Wheelchair lift to stage	No charge
Stage lights (first night)	£18.00
Stage lights (subsequent nights)	£12.00
Plano	£12.00
PA System and standard microphone	£14.00
Radio microphone	£9.00
Lapel or head microphone	£9.00
Induction loop (for hard of hearing*) * please note - the hearing loop requires the PA system and a microphone, and anyone using a hearing aid will need to use the "T" setting.	No charge
<u>All Rooms</u>	
TV/Video/DVD	£6.50
Overhead Projector	£6.50
Powerpoint (digital) projector (laptop not supplied)	£15.00
Flip chart (no pens provided)	£4.50
NoBo Boards (velcro fastenings)	£2.50
Lectern	£10.00
Screen	No charge