

CAR CLUB BOOKING FORM

Please complete the following details and return it to the Museum at least **21** days before the date of your event, along with your payment and copy of your Public Liability Insurance Certificate if appropriate.

See reverse for charges.

It is advisable to contact the Museum to check availability prior to completing your booking form.

Please note that your booking is not confirmed until you have received an e-mail confirmation from the Museum.

All Clubs need to hold a current Public Liability Certificate to secure a Millennium Place booking.

Club Name		
Date(s)/Type of Event (AGM/Rally etc)		
Contact Name		
Mobile Number		
E-mail Address		
Time of Arrival (access to rooms and Millennium Place - after 10:00 a.m. only)	Time of Departure (by 16:30 at latest)	Number of People Attending

Payment Details – please reverse for our scale of charges, then select on form of payment:

I enclosed a cheque for £ _____ made payable to Culture Coventry Ventures Ltd

Please charge my Debit/Visa/Delta/Maestro/Barclaycard (delete as appropriate) the amount of £ _____ plus £2 card handling fee, grand total £ _____

Card Number	Name (as printed on card)	
Valid from	Expiry date	3 digit security code

Signature _____

What does your Club Require?

(Please tick the space(s) equipment you would like to use)

Space	Capacity	Charge	Tick if required ✓
Millennium Place * * A copy of your Club's Public Liability Insurance Certificate must be provided.	Between 50 – 60 vehicles can be displayed in front of the Museum	FREE of charge– but subject to conditions and availability	Please contact the Museum to request an application form
Starley Room	Theatre style Up to 100 people	£95	
Bettmann Room	Boardroom style Up to 20 people	£80	

Other room layouts may be available upon request, subject to an additional set up and take down charge.

Equipment - please tick the equipment you require:

Projector & Screen	£30	<input type="checkbox"/>	Laptop	£20	<input type="checkbox"/>	Flipchart	£10	<input type="checkbox"/>
Microphone	£15	<input type="checkbox"/>	DVD/CD Player	£15	<input type="checkbox"/>	Other (please specify)		<input type="checkbox"/>

All prices show are inclusive of VAT

Catering - if you require catering for your event, please arrange this directly with Esquires Coffee Shop
e-mail: stevenp@esquirescoffee.co.uk or telephone: 024 7625 7300. Sample menus available upon request.

Parking in the rear yard No Yes – please provide details below.

Please note this is strictly limited and subject to availability.

Driver Name	Car Registration	Address