

ROOM HIRE BOOKLET



An excellent setting for meetings, training sessions, award gatherings and other business related interactions.

BurgessHill
Town Council

WELCOME

TO BURGESS HILL TOWN COUNCIL



Burgess Hill Town Council
96 Church Walk
Burgess Hill
West Sussex
RH15 9AS

01444 247726 | council@burgesshill.gov.uk
www.burgesshill.gov.uk

ROOM HIRE BENEFITS



Central location

Burgess Hill Town Council is located centrally within the Town Centre and within walking distance from Burgess Hill train station as well as alternative forms of public transport.



Parking available close by

There are a number of car parking facilities in close proximity to the Council offices; the closest being directly behind our building (Cyprus Road Car Park).



Available for hire 5 days a week

Our meeting rooms are available for hire 5 days a week; during office hours (as well as evenings and weekends on request). A caretaking fee will apply out of office hours.



Wheelchair accessible

We are fully accessible for those within a wheelchair or who may require additional assistance; including wide corridors, a lift and an Induction Loop.

OUR ROOMS

Council Chamber

We have a luxurious large Council Chamber which can accommodate up to 50 guests standing at one time whilst seating 20 comfortably.

The Council Chamber is available for hire 5 days a week; during office hours as well as evenings, all at very affordable prices.

The Council Chamber is a flexible space; whether it be boardroom or theatre style, the layout can be adapted to suit your requirements. We also have a vast range of equipment and various facilities available at reasonable prices when hiring our rooms.

Small Meeting Room

The Small Meeting Room is available for hire 5 days a week; during office hours as well as evenings, all at very affordable prices.

This room provides a much smaller but more informal and relaxed space. It can seat up to 4 people comfortably.



EQUIPMENT HIRE

We have a wide range of equipment and facilities available when hiring one of our rooms, alongside a fully equipped kitchen, located close to the Small Meeting Room and Council Chamber.

Accompanying costs apply

- Laptop Projector & Screen
- Projector & Screen
- Display Boards
- Flipchart Stand, Paper & Pens
- Tea, Coffee & Biscuits
- Disabled access, lift & an Induction Loop (AFILS) is provided for the benefit of hearing aid users (T Position)
- Loading and un-loading ability to the rear of the property





WORKING LUNCHES

We can provide full refreshments, as well as working lunches upon request.

Example of a Working Lunch from our preferred supplier, Indigo Events:

- 1 Selection of sandwiches and wraps
- 2 Homemade sausage rolls
- 3 Selection of mini quiches
- 4 Crisps
- 5 Chocolate brownies (GF)
- 6 Bakewell tarts

Working lunches can be tailored to your budget.

WE LOOK FORWARD TO WELCOMING YOU SOON



CONTACT



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