

## Enquiry Form

Please contact the admin team on 01483 518737 or email [admin.shc@surreycc.gov.uk](mailto:admin.shc@surreycc.gov.uk) to discuss your requirements.

Alternatively complete and post the form below and you will be contacted about room availability and forwarded a booking form if applicable.

Name.....

Organisation.....

Address.....

.....

Email.....

Phone Number.....

Date of Event.....

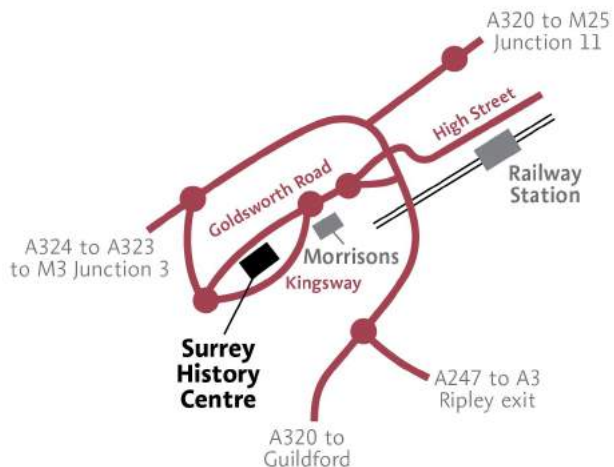
### Room required

Events      Seminar      Conference

Start time.....

Finish time.....

Refreshments required          
   Yes      No



To contact us for more information or to return your completed enquiry form:

**Tel :** 01483 518737

**Email :** [admin.shc@surreycc.gov.uk](mailto:admin.shc@surreycc.gov.uk)

**Surrey History Centre  
130 Goldsworth Road  
Woking  
Surrey  
GU21 6ND**



## Room Hire at Surrey History Centre



Surrey History Centre collects and preserves the records of Surrey's past and present. From medieval manuscripts to modern newspapers, watercolours to digital photographs, our holdings document the story of the county and its people from the 12th to the 21st centuries.

Surrey History Centre also has rooms to hire for events, meetings, training, seminars and workshops.



### Facilities

The air-conditioned rooms can be laid out in theatre, boardroom, classroom or horseshoe style.

Our Conference Room holds up to 80 people seated theatre style. This can be split into two smaller rooms; the Seminar Room seats up to 20 people and the Events Room up to 15.

Rooms are available from 9:30am to 4:30pm Monday to Friday. Weekend hire may be possible; please ask. We have disabled access with designated parking bays.

A data projector and microphone equipment can be hired for a £5 charge. We have a large screen available for use with the projectors and can also provide flipcharts and pens. A hearing loop is available in the Seminar and Conference Room.

Tea, coffee, biscuits and lunches can be provided

|                            |                |
|----------------------------|----------------|
| 1 serving of tea & coffee  | £1.50 per head |
| 2 servings of tea & coffee | £2.50 per head |
| 3 servings of tea & coffee | £3.30 per head |
| Buffet lunch               | £9.00 per head |

(A 10% handling fee is also charged)



We have hot drinks vending machines in the foyer and conference room as well as a selection of snacks available for sale.

### Visitors To Surrey History Centre

#### Car Parking

There is limited parking onsite.

If you are attending an all day meeting we advise visitors travel by train to Woking station. We are a 10 minute walk from Woking town centre.

#### Safety Information

This can be made available upon request.

#### Smoking

A no smoking policy operates across the site.

### Room Hire Fees 2019

#### Conference room:

|              |      |
|--------------|------|
| Full day     | £360 |
| Half day     | £180 |
| 2 hour slots | £90  |



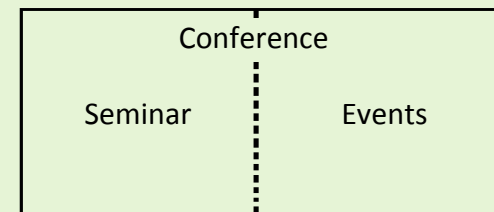
#### Seminar room:

|              |      |
|--------------|------|
| Full day     | £200 |
| Half day     | £100 |
| 2 hour slots | £50  |



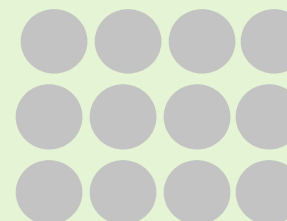
#### Events room:

|              |      |
|--------------|------|
| Full day     | £200 |
| Half day     | £100 |
| 2 hour slots | £50  |

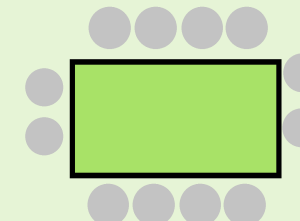


### Layouts

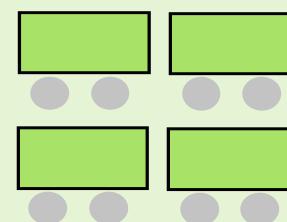
#### Theatre



#### Boardroom



#### Classroom



#### Horseshoe

