



MESTNA OBČINA KOPER
COMUNE CITTÀ DI CAPODISTRIA

Turistična organizacija Koper
Organizzazione turistica di Capodistria

**APPLICATION FOR THE RESERVATION OF THE
ST. FRANCIS ASSISI PROTOCOL AND EVENT HALL, KOPER**

USER:

Name:		Registration No:	
Address:		Tax No.:	
		Contact person:	
Postcode:		GSM :	
Person in charge:		E-mail:	

1.	Purpose of use (circle):	a) EVENT (concert, cultural program, movie night...) b) EVENT (presentations, round table...) c) WEDDING CEREMONY d) EXHIBITION e) OTHER: _____ (to be filled in)		
2.	Name of the event:			
3.	Date and time of use:	a) on the date: __. __. 20__ ; from __. __ hours to __. __ hours (e.g. 17:30 – 20:30) b) from __. __. 20__ to __. __. 2018, total of _____ days as follows: 1) __. __. 20__ - from __. __ hours to __. __ hours (e.g. 17:30 – 20:30) 2) __. __. 20__ - from __. __ hours to __. __ hours (e.g. 17:30 – 20:30) 3) __. __. 20__ - from __. __ hours to __. __ hours (e.g. 17:30 – 20:30) 4) __. __. 20__ - from __. __ hours to __. __ hours (e.g. 17:30 – 20:30)		
4.	Estimated number of visitors:	_____ visitors		
5.	Required equipment (mark appropriately):	YES	NO	Comment
	Event stage			Size: _____ m2



Verdijeva ulica - Via Giuseppe Verdi 10, 6000 Koper - Capodistria, Slovenija
Tel. +386 05 6646 216 Fax +386 05 6271 602

	Sound system			Estimated time of the technician's work: _____ h
	Lighting			Estimated time of the technician's work: _____ h
	Projection screen and projector			
	Chairs			Number of chairs: _____ per piece
	Wardrobe service			
6.	Event program: (including the time needed for the preparation, implementation and cleaning of all areas)	(Example: preparation 10:00 – 12:00, event program 12:00 – 14:00, cleaning 14:00 – 16:00)		

7. Hall layout (circle accordingly or, in the case of a special setting, fill in accordingly):

a) classic layout in the hall:



b) specific layout of the hall (fill in chair, stage, table etc. placement):



8. Statement:

By submitting a booking application for the St. Francis of Assisi Hall, I agree that I am familiar with the house rules, fire safety, the official price list and duties connected to the use the hall. I am aware that the completed booking application for renting the hall does not necessarily mean that I will also gain a license to use the hall.

SIGNATURE and STAMP:

MANDATORY ATTACHMENTS:

- Order form for the use of the hall, which is a mandatory condition for issuing authorization.