

## Turistična organizacija Koper Organizzazione turistica di Capodistria

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

Registration No:

Tax No.:

## USER:

Address:

				Conta	ct person:				
Postcode:				GSM	:				
Person in charge:				E-mail:					
1.	Purpose of use (circle):	a) E	EVENT (	concert,	cultural prog	gram, movie night)			
		b) EVENT (presentations, round table)							
		c) V	VEDDIN	IG CER	EMONY				
	d		d) EXHIBITION						
		e) (	e) OTHER: (to be filled in)						
2.	Name of the event:								
3.	Date and time of use:	b) fi	7:30 – 20	0:30)		hours to hours (e.g2018, total of days as			
			·2 (0:30)	.0 fro	om• ho	ours to hours (e.g. 17:30 –			
				.0 fro	om• ho	ours to hours (e.g. 17:30 –			
			0:30	0 fro	om• ho	ours to hours (e.g. 17:30 –			
			0:30)	0 fro	om• ho	ours to hours (e.g. 17:30 –			
4.	Estimated number of	v	isitors						
٦.	visitors:		<b>v</b>	1311013					
5.	Required equipment (mark appropriately):	•	YES	NO		Comment			

Event stage

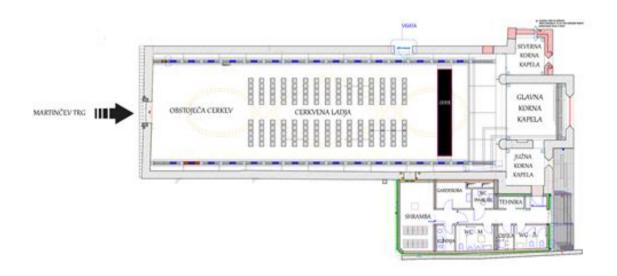
Size:

m2

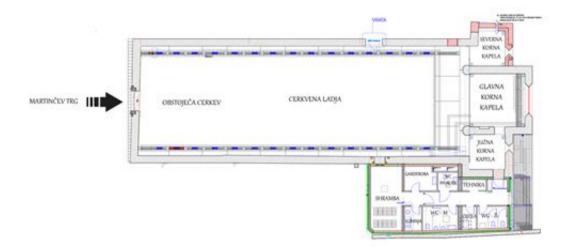
	Sound system  Lighting  Projection screen and projector				Estimated time of the technician's work: h  Estimated time of the technician's work: h
	Chairs Wardrobe service				Number of chairs: per piece
6.	Event program: (including the time needed for the preparation, implementation and cleaning of all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

## 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.