**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):** | 1. **EVENT (concert, cultural program, movie night…)**
2. **EVENT (presentations, round table…)**
3. **WEDDING CEREMONY**
4. **EXHIBITION**
5. **OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to be filled in)**
 |
| **2.** | **Name of the event:** |  |
| **3.** | **Date and time of use:** | 1. on the date: **\_ \_. \_ \_.**2015; from **\_ \_. \_ \_** hours to **\_ \_. \_ \_** hours (e.g. 17:30 – 20:30)
2. from **\_ \_. \_ \_.**2015 to **\_ \_. \_ \_.**2015, total of \_\_\_\_\_\_\_ days as follows:
3. **\_ \_. \_ \_.**2015 - from **\_ \_. \_ \_** hours to **\_ \_. \_ \_** hours (e.g. 17:30 – 20:30)
4. **\_ \_. \_ \_.**2015 - from **\_ \_. \_ \_** hours to **\_ \_. \_ \_** hours (e.g. 17:30 – 20:30)
5. **\_ \_. \_ \_.**2015 - from **\_ \_. \_ \_** hours to **\_ \_. \_ \_** hours (e.g. 17:30 – 20:30
6. **\_ \_. \_ \_.**2015 - 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 |
| 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):**

1. classic layout in the hall:



1. 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.