

## Booking Application Form (Provisional)

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Dates &amp; Times Required: \_\_\_\_\_

No of People Attending: \_\_\_\_\_ Do you have Insurance?: \_\_\_\_\_

Does your group have any special needs: \_\_\_\_\_

Aim of Organisation: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Date of Application: \_\_\_\_\_

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**Booking Terms:** Booking Forms must be returned to confirm booking**Cost:** Training Room: €25 per hour / €120 per day  
Meeting Room: €120 per day**Display / Launch Area:** Price depending on requirements**Services:****Tea and Coffee available @ €1 per person**

Do you require Tea &amp; Coffee? \_\_\_\_\_

**No of People:** \_\_\_\_\_**Lunch available on request (prices vary)****Support Services:****Flip Chart** €5 per session**Laptop** €10 per session**Projector** €10 per session**Screen** €10 per session**All Deposits Refundable**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE