

Booking Application Form (Provisional)

Name of Organisation: _____

Address: _____

Contact Person: _____ Tel No: _____

E-mail Address: _____

Room Requested: _____

Dates & 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: _____

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 & 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