



# Event Booking Form / Details Required

BF \_\_\_\_\_

(Office use only)

## Section 1 – Details of Hirer

Name of Organisation/Company: \_\_\_\_\_

Full Name of Organiser: \_\_\_\_\_

Position: \_\_\_\_\_

Address for invoice: \_\_\_\_\_  
(email address if possible) \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 2 – Details of Event

Title: \_\_\_\_\_

Date(s): \_\_\_\_\_ Approx. Number of Delegates: \_\_\_\_\_

Access Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

## Section 3 – Set-Up and Equipment

### Room Set-Up (if using computer to complete, double

click on required box, click on 'checked', then ok.)

- Theatre
  - Classroom
  - Cabaret
  - Board Room (max. 30)
  - Semi-Circle with Table at Front
  - Other (please specify)
- \_\_\_\_\_

### Additional Equipment: (if using computer,

double click on required box, click on 'checked', then ok.)

- Portable Data Projector
- DVD Playback
- Screen
- Flipchart
- Other - \_\_\_\_\_

## Section 4 – Hospitality

(please give approx. Time & Numbers)

- Tea/Coffee only @ \_\_\_\_\_
- Tea/Coffee & biscuits @ \_\_\_\_\_
- Tea/Coffee & scones @ \_\_\_\_\_
- (1) Sandwich Lunch @ \_\_\_\_\_
- (2) Hot Freshly made Soup @ \_\_\_\_\_
- (3) Soup & Sandwiches @ \_\_\_\_\_
- (4) Hot Casserole Dish @ \_\_\_\_\_
- (5) Additional items \_\_\_\_\_
- (6) Self-Catering \_\_\_\_\_

**By submitting this booking form you are confirming that you have read and agree to TCI's terms and conditions, as detailed in our '2016 Tariffs' document.**

Date Completed: \_\_\_\_\_

QUOTE PROVIDED – Room Hire = £ _____ Hospitality = £ _____ TOTAL = £ _____
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**To confirm a booking, please complete and post/email this form to: -**

Trinity Community Initiatives,  
Trinity Methodist Church & Community Venue,  
Ballymacoss Avenue,  
Knockmore Road,  
LISBURN, BT28 2GU

[Bookings@trinitylisburn.com](mailto:Bookings@trinitylisburn.com)

**If you have any questions or queries then please call:**

Office (10am – 1pm, Mon-Fri) – 028 9260 5335

Out of Hours Mobile – 07712 766 232

Please ensure that you have read and agree to Trinity Community Initiatives Terms & Conditions before submitting this Booking Form.