

## Event Booking Form / Details Required

### 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

<p><b>Room Set-Up</b> (if using computer to complete, double click on required box, click on 'checked', then ok.)</p> <p><input type="checkbox"/> Theatre</p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Cabaret</p> <p><input type="checkbox"/> Board Room (max. 30)</p> <p><input type="checkbox"/> Semi-Circle with Table at Front</p> <p><input type="checkbox"/> Other (please specify)</p> <p>_____</p>	<p><b>Additional Equipment:</b> (if using computer, double click on required box, click on 'checked', then ok.)</p> <p><input type="checkbox"/> Portable Data Projector</p> <p><input type="checkbox"/> DVD Playback</p> <p><input type="checkbox"/> Screen</p> <p><input type="checkbox"/> Flipchart</p> <p><input type="checkbox"/> Other -</p> <p>_____</p>
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### Section 4 – Hospitality

(please give approx. Time & Numbers)

- |  |       |
|--|-------|
| <input type="checkbox"/> Tea/Coffee only       | _____ |
| <input type="checkbox"/> Tea/Coffee & biscuits | _____ |
| <input type="checkbox"/> Self-Catering         | _____ |

**Once completed please forward to our booking volunteer at**  
**[bookings@trinitylisburn.com](mailto:bookings@trinitylisburn.com)**

**Once the form has been completed, we will be in contact with regards to availability of spaces and with a quotation. If there is availability you will also be required to complete a hirer agreement (this is available on our website) before the event takes place.**