

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>Room Set-Up (if using computer to complete, double click on required box, click on 'checked', then ok.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Cabaret <input type="checkbox"/> Board Room (max. 30) <input type="checkbox"/> Semi-Circle with Table at Front <input type="checkbox"/> Other (please specify) <hr/> 	<p>Additional Equipment: (if using computer, double click on required box, click on 'checked', then ok.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Portable Data Projector <input type="checkbox"/> DVD Playback <input type="checkbox"/> Screen <input type="checkbox"/> Flipchart <input type="checkbox"/> Other - <hr/>
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Section 4 – Hospitality

(please give approx. Time & Numbers)

- Tea/Coffee only
- Tea/Coffee & biscuits
- Self-Catering

**Once completed please forward to our booking volunteer at
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.