

MEETING ROOM BOOKING FORM

DETAILS OF HIRER:					
Company /Organisation:			Charity Registration No: (if applicable)		
Name:		Billing Address (if different)			
Position:		Name:			
Address:		Address:			
Postcode:		Postcode:			
Telephone:		Fax:		Telephone:	
Email:		Fax:		Email:	

EVENT DETAILS:					
Day + Date:		Access Time:		Exit Time:	
Title of Event:		Event Start Time:		Event End Time:	
Location + Room Preference:		Civic Centre Room Layout: (Theatre, Boardroom, Lecture, U-shape, Cabaret, Other)			
Numbers Attending: (to be confirmed one week prior to event)		Old Courthouse Room Layout: (with or without tiered seating)			
Meeting/Training/Exhibition/Other:					
Will anyone be attending that has a disability requiring special arrangements? (please specify)					
Will any Press/TV coverage be in attendance (full details will be required)					

EQUIPMENT: Booking of equipment is dependent on availability. All other specific requirements should be provided on a separate page.					
IT Presentation Wall (Steeple Suite + Round Tower only):		Laptop:		Data Projector:	
TV Monitor/Video Combi:		Flip Chart/Pens:		Screen:	
Overhead Projector:		Other (please specify):			

CATERING: Refreshments will be put in room for start of meeting unless otherwise requested. Please specify any special dietary requirements			
Serving Time	Requirements	Numbers	Cost/Purchase Order Not

I apply to make this booking in accordance with the Terms and Conditions of Hire			
(Antrim Borough Council collects the data on this form for the purposes of event organisation, contact, invoicing and marketing. The data may also be forwarded to other sections within the Council and to our Catering Franchisee for their assistance in event organisation and marketing. Please tick here if you do not wish for your details to be forwarded to our Franchisee for their marketing purposes.)			
Signature:		Date:	
Name (Block Capitals)			

For Office Use Only							
CATERING		SET-UP	PRODUCTION/ TECHNICAL SUPPORT	IT	HIRE CHARGE	FACILITIES	CONFIRMATION
Cafe	House keeper						