



Sligo Education Centre, Ballinode, Sligo
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 Director: Mary Hough www.ecsligo.ie

ROOM BOOKING FORM

Name of Group:
 Date of Meeting: Start time..... finish time
 No. of facilitators No. of participants
 Name of Facilitator(s)mobile no:

Catering requirements: (please tick)

Tea/coffee Biscuits time of break

Equipment:

Overhead projector & screen Flipchart stand
 TV/Video DVD
 Data projector

Room Set Up:

Theatre (rows of chairs) Classroom style (rows of tables)
 U Shape Computer Suite

Other: please specify

Other requirements: (e.g. top table for 3, tables at side of room)

NOTE: TECHNICAL SUPPORT NOT AVAILABLE

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| <p>Invoice details (please complete) purchase order no:</p> <p>Booked by (name of group/organisation, etc)</p> <p>Address:</p> <p>.....</p> <p>Telephone/mobile no: Email address</p> <p>Signed on behalf of Group/Organisation</p> <p>.....</p> <p>Signed on behalf of Sligo Education Centre: Date:</p> <p>N.B. booking is only confirmed when booking form is signed by both parties</p> |
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NOTE: There will be a cancellation fee of 50% within 5 working days and 100% within 48 hours of the room hire. No cancellation fee if booking is cancelled **before 5** working days.