



Sligo Education Centre, Ballinode, Sligo
 071 9138700, Fax 071 9138767 Email: info@ecsligo.ie
 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

Invoice details (please complete) purchase order no:	
Booked by (name of group/organisation, etc)	
Address:	
.....	
Telephone/mobile no: Email address	
Signed on behalf of Group/Organisation	
.....	
Signed on behalf of Sligo Education Centre:	Date:
N.B. booking is only confirmed when booking form is signed by both parties	

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.