



Sligo Education Centre, Ballinode, Sligo

Phone: 071 9138700, Fax 071 9138767 Email: info@ecsligo.ie Website : www.ecsligo.ie

ROOM BOOKING FORM

Name of Group:			
Date of Meeting:		Click here to enter a date.	
No. of Facilitators:		Choose an item.	
Name of Facilitator(s):		Mobile No.	
CATERING REQUIREMENTS			
On Arrival:		Choose an item.	
Break:		Choose an item.	
Lunch:		Choose an item.	
Additional Requirements:			
EQUIPMENT			
<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Flipchart Stand <input type="checkbox"/> TV/Video <input type="checkbox"/> DVD Player			
<input type="checkbox"/> Other: Please Specify			
Other Requirements:			
ROOM SET-UP			
<input type="checkbox"/> Theatre Style (rows of chairs) <input type="checkbox"/> Classroom Style (rows of tables) <input type="checkbox"/> U Shape - No Tables			
<input type="checkbox"/> Computer Suite <input type="checkbox"/> Other: Please Specify Below			
Other Requirements:			
INVOICE DETAILS (please complete)			
Booked By:		Purchase Order No.	
Phone No.		Email Address:	
Address:			
Signed on behalf of Group/Organisation:			
<p><i>N.B. There will be a cancellation fee of 50% within 5 working days and 100% within 48 hours of room hire. No cancellation fee if booking is cancelled before 5 working days</i></p>			