

SEVEN TOWERS LEISURE CENTRE

APPLICATION FOR USE OF FACILITIES

Trostan Avenue, Ballymena Telephone 028 256 33382

SPECIAL EVENT OR SINGLE BOOKING



Seven Towers Leisure Centre is committed to providing a professional leisure service in a friendly environment to all our customers.

Name / Organisation					
Address					
Telephone No			Email		
Type of Event or proposed Use					
Days	Dates	Facilities required	Time from	Time to	No Persons

Equipment or special requirements:

	Tick	Numbers		Tick	Numbers
Data Projector	<input type="radio"/>	-----	Chairs	<input type="radio"/>	-----
Stage Units	<input type="radio"/>	-----	Tables	<input type="radio"/>	-----
P A System	<input type="radio"/>	-----		<input type="radio"/>	-----
CD Player	<input type="radio"/>	-----		<input type="radio"/>	-----
Extension leads	<input type="radio"/>	-----	Special Event only** N.B. Please make sure to include a floorplan if relevant and return to Centre before event takes place.		
Minor (small games)	<input type="radio"/>	-----			

Please state other equipment required

Method of Payment	In Advance by date:		
	By invoice(only by prior arrangement):		
	At time of use:		

I confirm and agree to comply with the conditions of Hire as laid down, and agree to payment of all charges owing.

Print name in Block Capitals _____

Signature _____ Date _____

Office use		Bouncy Castle Regulations enclosed			
1. Available/Not Available/Alternative Accepted	Initials		Date		
2. Assessed for insurance	<input type="checkbox"/> Mgr	Qualifications	<input type="checkbox"/> Mgr	Other*	
Do not proceed with booking unless above area completed, please put yes if required or no if not relevant, if other info required please attach details.					
3. Approved/Not approved	Cost	£	Mgr/Initials	Date	
4. Confirmed on Computer			Initials	Date	
5. Confirmed by Letter plus copy on file			Initials	Date	
6. Facilities not available letter sent			Initials	Date	
7. Entered in D.O. diary if special event			Initials	Date	

Reception use