

Name of Organiser:		Invoicing Name:	
Company/Organisation:		Invoicing Address:	
Address:			
Method of Payment:	Cash/Cheque <input type="checkbox"/> Invoice <input type="checkbox"/> (Purchase Order Number):		
Contact No:		Email Address:	
Date of Event:		Start Time:	End Time:
Event Title:			
Name of Contact on the Day:			
Numbers Attending:			

Please tick relevant boxes and fill in any further requirements:

Room/s Required

Des Allen 1/3	<input type="checkbox"/>
Des Allen 2/3	<input type="checkbox"/>
Full Des Allen	<input type="checkbox"/>
Des Allen Kitchen	<input type="checkbox"/>
Dishwasher	<input type="checkbox"/>
Des Allen Bar	<input type="checkbox"/>
Meeting Room Max.Capacity 12 people Boardroom Style Only	<input type="checkbox"/>

AV Equipment Required

All audio visual operations are the client's responsibility and not the responsibility of the Council	<input type="checkbox"/>
Overhead/Data Projector	<input type="checkbox"/>
Flip Chart	<input type="checkbox"/>
PA System	<input type="checkbox"/>
Stage Units	<input type="checkbox"/>
Lectern	<input type="checkbox"/>

Layout Required

Theatre Style	<input type="checkbox"/>
Boardroom Style	<input type="checkbox"/>
U Shape	<input type="checkbox"/>
Seated Function	<input type="checkbox"/>
Standing	<input type="checkbox"/>
Classroom Style	<input type="checkbox"/>

N.B. BOOKINGS AFTER 6PM ON SATURDAY, ALL DAY SUNDAY, PUBLIC HOLIDAYS AND WEEKDAYS AFTER 10PM WILL BE SUBJECT TO ADDITIONAL STAFF COSTS.

Please specify any further layout details: set up time/ layout/ catering etc	N.B. for catering please contact Cecilia McWhirter 028 2563 5025
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I have read and agree with the terms and conditions of use overleaf.

Signature _____ **Date** _____

Completed forms to be returned to:
Mid & East Antrim Borough Council
Showgrounds Office
Warden Street
Ballymena
BT43 7DR

Tel: 028 2563 3290
Email: showgrounds.reception@midandeastantrim.gov.uk

For Office Use Only

Deposit:	N/A or £
Total Cost:	Room/s: £ Additional Cost/s: N/A or £ Additional Staff Cost/s: N/A or £

Booking Ref:	
Caretaker Informed	<input type="checkbox"/>
Confirmation Sent	<input type="checkbox"/>