

# RESERVATION FORM



<b>Date (s) of Event:</b>										
Name of Event:										
<i>Local</i>		<i>National Programme</i>		<i>PDST</i>		<i>NCTE</i>		<i>Ext Teacher</i>		<i>Ext</i>
Contact Details of Facilitator(s) <i>Name, Tel. and email address</i>										
Number of Participants		Start Time		End Time						

### ROOM SETUP REQUIREMENTS: (please tick relevant box)

Theatre Style (rows of chairs) <input type="checkbox"/>	Boardroom /conference (chairs around large rectangular table) <input type="checkbox"/>	Computer/projector for presenter <input type="checkbox"/>
Classroom Style (rows of tables and chairs) <input type="checkbox"/>	U shaped Theatre Style (chairs/tables in U shape) <input type="checkbox"/>	Internet/WIFI <input type="checkbox"/>
ICT ROOM <input type="checkbox"/>	Group Work Layout (separate tables with 4-8 per table) <input type="checkbox"/>	Flip Chart <input type="checkbox"/>

**Please Note:** 40 free car park spaces available on a first come first served basis. Paid parking is also available on nearby campus. A Cancellation fee of €25 applies for cancellations received less than 7 days before event date.

*An Attendance Summary form will be given to the presenter for completion on the day of the event*

**In the event of problems arising outside office hours please ring our emergency no: 0860805024**

Catering Requirements			BEC Office Use Only	
	Number	Time (s)	Room	
Tea/Coffee+ Biscuits			No Served	€
Tea/Coffee+ Sandwiches				
Lunch (vouchers)				
Name and Address for Invoice:			Room Hire	
			Admin	
			Caretaking	
			Copying	
			Participants' Claims	
			Mailshot	
			TOTAL	
PO Number			BEC INVOICE NUMBER	
			Checked by:	

**CHARGES CONFIRMED WITH :**

**DATE CHARGES CONFIRMED:**