

Drumcondra Education Support Centre

**DRUMCONDRA, DUBLIN 9**

**Tel: 01 857 6400 Email: info@ecdrumcondra.ie**

**ROOM RESERVATION / BOOKING FORM**

**All bookings made by telephone are provisional. To confirm your reservation please complete this form and return by post / email to: *Bridget Quigley*** **info@ecdrumcondra.ie****.**

1. **Agreed Room Rate: …………..**

1. **Name/Address for invoice only**: …………………………………………………………………………..

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1. **Name of Organisation or Group booking the room:** ……………………………………………………..
2. **Date Required(s): …………………………….** **Starting Time**:..……… **Finishing Time: …….**
3. **Expected Number of Participants:** ………..
4. **Equipment - Please circle your requirements:**

Interactive Panel Laptop Flipchart Stand

Other - please specify:

 **7. Refreshments – Please circle if required;**

Morning Break: 10.45 11.00

Lunch - Fagan's Lounge or Sandwiches (in-house depending on availability)

 Afternoon Break: 15.15 15.30

Evening Break: 20.15 20.30

**Please note** ; If you wish to have sandwiches ordered a minimum of **24hrs notice** is required.

1. **ROOM SET UP** o Theatre o Cabaret o Classroom o Boardroom
2. **CONTACT PERSON**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Mobile phone** | **Fax** | **email** |
|  |  |  |  |

**I indemnify the Education Centre and the State against any claims which may arise from use of the Centre.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please note*: On weekdays the Centre closes once the last group has finished their session (or no later than 21:30 hrs). And on Saturdays no later than 16:00 hrs. Please facilitate staff by vacating the premises by this time.**

**Cancellation Policy – Rooms cancelled within 5 days of the booked event incur full room hire cost. Rooms cancelled within 2 weeks incur a €50.00 charge.**

***~ Thank you for your co-operation. We look forward to welcoming you to the Centre.***