**Seapatrick Parish Centre Enquiry/Booking Form**

Please complete the form below and email to the Parish Office and a member of staff will contact you to discuss your requirements: [e] ppseapatrick@dromorediocese.org

*First Name: Surname:*

*Organisation Name:*

*Email:*

*Telephone:*

*Date(s) of Proposed Event:*

*Nature of Event:*

*Time Hall required (including Set-up and Clean-up):*

*Arrival Time: Departure Time:*

*Approximate Numbers attending the Event:*

*Please indicate your hall requirements:*

Full hall Half hall

*Please indicate if you require any of the following:*

Tables Chairs

Projector Screen

Microphone Use of kitchen facilities

Table Linen Banqueting roll

Use of bar facilities Bar licence

Do you require the hall to be set up? Provide details.

*Please add any further information you feel is required for your booking.*

*Signed: ………………………………………………….. Dated: ……………………………………………..*

*Date Received in Office:* ……………………………………………………….. *Confirmed/Declined: ………………………..*