

# Room Rental Form

Name of person making booking				
Organisation				
Contact number		Date booking made		Number of people
Dates of room rental		Time range for booking		

Room Type	Capacity	Features	Location	Please tick room required
The Ash Room	10 - 40	Various layouts / kitchenette / Catering available / projection /	Ground Floor	
The Heather Room	4 - 6	A contemporary room / comfortable seating / tea coffee facilities	First Floor	
The Sage Room	4 - 6	A contemporary room / comfortable seating / tea coffee facilities	First Floor	
The Teal Room	2 - 4	A modern room / intimate seating arrangements for a smaller meeting	Ground Floor	
The Huddle Room	2	A small intimate meeting room suitable for 2 people	Ground Floor	

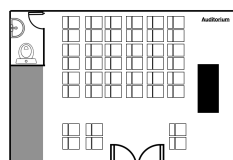
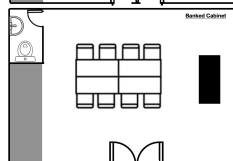
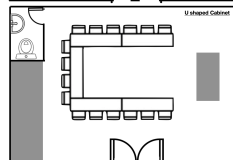
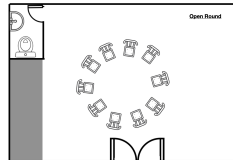
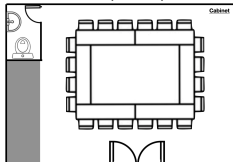
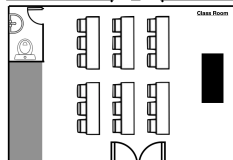
Room Type	Capacity	Features	Location	Please tick room required
The Ash Room	10 - 40	Various layouts / kitchenette / Catering available / projection /	Ground Floor	
The Heather Room	4 - 8	A contemporary room / comfortable seating / tea coffee facilities	First Floor	
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Booking 1

Booking 2

## The Ash Room -

Please choose your required setup


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## Refreshment & food choices

Please choose as required

**Tea/Coffee**  
Price per person  
**€1.00**

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**Breakfast sausage rolls**  
Price per person  
**€3.50**

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**Soup & sandwich**  
Price per person  
**€7.50**

☐

**Chicken Caesar Salad**  
Price per person  
**€7.50**

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Please note that all food items must be consumed in the rental room you are utilising. A separate lunch area will not be available.

If you have any further dietary requirements please let us know in advance and we will endeavour to accommodate same.

## Additional service provision

Please choose as required

**Meet & Greet & client management**  
Price per person  
**FREE**

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**WiFi Access**  
Price per person  
**FREE**

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**Projector**  
Price per person  
**FREE**

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**Photocopying service (Black & white)**  
Price per Page  
**€0.05**

☐

## Payment of Accounts

Accounts can be discharged by EFT or guaranteed cheque or where necessary cash

Our Account Details **IBAN: IE50 AIBK 9363 3222 5582 78**  
**BIC: AIBKIE2D**  
A/c name Ballyspillane Family Resource Centre CLG Project A/c

Please ensure that you have read, agreed & signed the rental agreement that must accompany this booking request.