



# GLENLOUGH COMMUNITY CENTRE

## BOOKING FORM

Please complete this form and return it to the Centre, the Community Development Office or Tourist Information Centre in Carnlough or to the Community/Tourist Office in Glenarm.

Name of group		Person in charge	
Purpose of booking/nature of event		Address	
Number of weeks required		Telephone number	

Please complete the table below indicating facilities required. If recurring booking use start date(s).

Day	Date	Time in	Time out	Kitchen	Barbican	Doonan	T'van	C. Falls
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Additional facilities required (sound system, special heating requirements etc.)								
Set up requirements (chairs, staging, etc.)								

Charges are as shown in the attached document. Discounts for block bookings and charges for commercial use are at the discretion of the management committee. Please note that all booking requests are considered by the management committee. Booking does not guarantee usage but every effort will be made to accommodate requests. Cancellations must be made one week before date of use, otherwise a charge may be levied.

If this booking is approved, usage is granted on the understanding that the undersigned group enters into contract with the Glenlough Community Centre Management Committee under the conditions detailed in the attached User Agreement. Copies of the GCCMC Equal Opportunities policy, Health and Safety policy, Accident Report Form, User Agreement and a list of management committee members are attached.

Signed on behalf of the applicant group

Position held

Telephone number

Date