

ROOM BOOKING FORM

COMPANY DETAILS

COMPANY NAME:

COMPANY ADDRESS:

CONTACT NAME:

PHONE NUMBER:

E-MAIL ADDRESS:

ROOM HIRE DETAILS

ROOM NAME:

DATE(S):

TIMES:

FEE QUOTED:

EQUIPMENT HIRE: (Please Specify Requirements, if any)

REFRESHMENTS: (Please Tick)

ON ARRIVAL:

MID-MORNING:

MID-AFTERNOON:

LUNCHESES: (Please Tick)

YES / NO:

REQUIRED NUMBER:

SIGNED BY: _____ PURCHASE ORDER NO. _____ DATED: _____

TERMS & CONDITIONS

It is the responsibility of the tutor to inform the participants of the fire exits in the building and to take a roll call with their group in the event of a fire/ fire drill.
Any equipment left in the rooms is at the risk of the person(s)/company making the book and CITC will accept no responsibility for loss or damage to same.

To confirm a booking, a signed booking form must be returned to Cavan Innovation & Technology Centre prior to event commencement. Please note that telephone bookings are provisional until written confirmation (either by fax or post) is received. In the event of cancelling a confirmed booking, the following charges be applied: If you cancel your booking 5 working days before the event, a full refund will be given. If you cancel your booking less than 5 working days before the event, a 20% cancellation fee will be charged.