

Please note you can complete this information online at:
<http://tinyurl.com/Newport-Booking>

Event Date (s)		Name of person in Charge at Event:		Nos Expected	
Time From:					
Time To:					
Event details: <i>(Brief description) Use Separate sheet if necessary.</i>					
Facilities Required: Please tick all relevant boxes.					
Meeting Room		<input type="checkbox"/>	The grounds for outdoor activities		<input type="checkbox"/>
Main Hall		<input type="checkbox"/>	Car Parking front only		<input type="checkbox"/>
Small Kitchen for self - catering		<input type="checkbox"/>	Overflow Car Parking at Rear		<input type="checkbox"/>
Catering from main kitchen		<input type="checkbox"/>			
Catering: Please note here if you require refreshments. We can currently only provide sandwiches and tray bakes/biscuits until the full onsite catering facilities are available. Note sandwiches are prepared 3 fingers per round.					
Sandwiches		<input type="checkbox"/>	Qty required:		
Tray bakes		<input type="checkbox"/>	Qty required:		
Biscuits		<input type="checkbox"/>	Qty required:		
Tea and Coffee		<input type="checkbox"/>	Qty required:		
No Food Required		<input type="checkbox"/>			
Tick here	Room Set up				
	Theatre Style		No of chairs required:		
	Banquet Style (max 12 table seating 10)		No tables required:		
	Conference/Meeting Style at tables		Numbers:		



Booking Details for Newport Centre

	Other	
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Additional notes on room set up

Equipment Required:

Projector <input type="checkbox"/>	Lectern <input type="checkbox"/>	Flip Chart <input type="checkbox"/>	Presenter Table(s) <input type="checkbox"/>
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Note there are 3 Powerpoints in the Main Hall – 2 at front and one at rear right side near Caretaker store.

Additional notes relevant to the event

Risk Assessments may be required for certain activities taking place in the Centre. The Centre Manager will advise on this on receipt of full information on the booking form. Risk Assessments when necessary must be completed and submitted to the Centre Manager one month before the event is due to take place.

Please note you will receive confirmation of booking from the Centre Manager Alison Irvine, once our calendar has been checked.

Booked by: _____ Date booked: _____

For Office Use:

Please return to: Alison Irvine, Newport Centre Manager, 117 Culcavey Road, Hillsborough, Co Down, BT26 6HH.
alison.irvine@boys-brigade.org.uk | 028 9268 8444