## **Venue Hire Booking Request Form**

**Please return your booking form to:**

**Email: spacehire@templebargallery.com Contact number: 01 6710073**

**\*Please note that your booking is provisional until you receive confirmation from Temple Bar Gallery + Studios (TBG+S).**

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| **Client Information** |
| Name: |  |
| Company / Organisation: |  |
| Position: |  |
| Email: |  |
| Contact Number: |  |
| Address (to invoice): |  |

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| **Event Details** |
| Please Select Venue: | * Studio 6
* Studio 27
* Atrium

No. of floors required: * Balcony
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| Event Name: |  |
| Nature of Event: |  |
| Brief Description of Event: |  |
| No. of People Attending: |  |
| Date(s) of Event: | From: | To: |
| Time of Event: | From: | To: |
| Time Required:(including set up + take down) | From: | To: |

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| **Equipment Hire** |
| Please Select: | * 50 Chairs

No. of chairs required:* 10 Stools

No. of stools required:* 2 Large Benches (Seats 5 each)

No. of benches required:* 5 Small Wooden Benches (Seats 3 each)

No. of benches required:* 4 Trestle Tables

No. of tables required:* Projector
* Portable PA System
* Flat Screen TV Monitor
* Speakers
* Blackout Curtains
* Portable Whiteboard / Flipchart
* Podium
* 2 Coat Rails with Hangers
 |

Date: