## **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).**

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

|  |  |  |
| --- | --- | --- |
| **Event Details** | | |
| Please Select Venue: | * Studio 6 * Studio 27 * Atrium   No. of floors required:   * Balcony | |
| 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: |

|  |  |
| --- | --- |
| **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: