Howth Road Mixed National School

Hall Booking – Initial enquiry form only

Please refer to our **'Rental – summary terms and conditions'** for details prior to complete this form.

Name of Contact: _____

Phone number: _____

Email address: _____

Name of Club: _____
(if applicable)

What sort of activities: _____

_____

What sort of maximum numbers in your group: ☐ Any Members under 18's **Yes /No**
(NOTE! **if under 18's – Child Protection Policy needed**)

Dates / Days / Hours required:

Please circle or fill in the following…
*note all times requested must include **setting up** and **closing up** time.*

Week days :	4pm	until ____pm
	7pm *or* 7:30pm *or* 8pm	until ____pm
Saturday s:	10am	until _____pm
	2pm *or* 3pm	until _____pm
Sundays:	2pm *or* 3pm	until _____pm

School Holiday

Monday – Friday 8am *or* 9am *or* 10am until _____am / pm

Dates and times are subject to availability!

This is an initial enquiry only form.

Enquries by Email to: **hallbookinghrns@gmail.com**

NOTE!

We will require a **more detailed form / Child Protection details** (if appropriate) **/ Insurance arrangement in place and confirmed** PRIOR to any booking being agreed!

March 2019