

Room/Workshop Hire – Enquiry Form

Company / Organisation Name:	
Contact Name:	
Address	
Contact Phone Number:	
Email:	
Dock Contact on day of Event:	10am-6pm : 071 96 50 828 Outside hours :
Number of Sessions Required:	
Dates Required:	
<p>Time Required:</p> <p>Please state specific start and end time of event and if additional time is required for setup and clearout</p>	<p>Your arrival time:</p> <p>Event start time:</p> <p>Event end time:</p> <p>Get out time:</p>
Description of proposed Event:	

<p>Technical/Equipment Requirements:</p> <p>The Dock has a wide range of equipment that can be provided for your event. Please let us know your requirements and we will endeavour to meet them.</p> <p>Please note if you are hiring the performance space and require use of the in-house PA system, you must cover the cost of technician.</p> <p>* Please specify if you need a technician for set up on the day.</p>																						
<p>THEATRE SPACE ONLY</p> <p>Seating/Stage Area Requirements:</p> <table border="1" data-bbox="215 896 702 1153"> <tr> <td>117 Seats</td> <td>10 rows</td> <td>129 x 1158cm</td> </tr> <tr> <td>105 Seats</td> <td>9 rows</td> <td>213 x 1158cm</td> </tr> <tr> <td>96 Seats</td> <td>8 rows</td> <td>292 x 1158cm</td> </tr> <tr> <td>84 Seats</td> <td>7 rows</td> <td>378 x 1158cm</td> </tr> <tr> <td>72 Seats</td> <td>6 rows</td> <td>459 x 1158cm</td> </tr> <tr> <td>60 Seats</td> <td>5 rows</td> <td>548 x 1158cm</td> </tr> <tr> <td>48 Seats</td> <td>4 rows</td> <td>627 x 1158cm</td> </tr> </table>	117 Seats	10 rows	129 x 1158cm	105 Seats	9 rows	213 x 1158cm	96 Seats	8 rows	292 x 1158cm	84 Seats	7 rows	378 x 1158cm	72 Seats	6 rows	459 x 1158cm	60 Seats	5 rows	548 x 1158cm	48 Seats	4 rows	627 x 1158cm	
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<p>Meeting Rooms</p> <p>Seating requirements</p> <p>Configuration requirements (i.e. Board room, u-shape, classroom)</p>																						
<p>Refreshments:</p> <p>Supplied by The Jury Room</p> <p>Cup of tea/coffee €2.50 per person to include scone/pastry €3.50 per person</p> <p>Catering – lunches etc</p> <p>We do not offer in-house catering but we have some wonderful local suppliers we would be happy to recommend. Please let us know your requirements</p>																						
<p>Insurance</p> <p>The Dock requires that you hold your own public liability insurance and requires indemnity against all risks. Copy of policy will be required a week prior to the event</p>																						

Billing/Invoice Address:	
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For your information

- **Bookings only confirmed on receipt and approval of this completed booking form.**
- Your booking is not confirmed until you receive confirmation from the front of house manager that your enquiry form has been approved.
- Please do not advertise your event until your booking has been confirmed in writing.
- There is a fee for any cancellations made without sufficient notice. We would ask that any cancellation is made with at least 72 hours notice.
- Please note that The Dock day time opening hours are 10am-6pm. Any bookings outside this time are subject to discussion.
- We have limited parking at The Dock. We ask that you park in any of the town's nearby car-parks once you have unloaded any requirements from your car.

For further queries please contact lodowd@leitrimcoco.ie

For the hirer

Name: _____

Signed: _____

Date: _____

For Office Use Only:

Date approved:

Amount Due: Booked/Authorised By: ____