

Booking of Facilities Enquiry Form

Please return this form to: Annet McGowan or Lynda Taylor

By post or in person to: Ards Leisure Centre, William Street, Newtownards, Co Down BT23 4EJ

By E-mail : annet.mcgowan@ards-council.gov.uk or lynda.taylor@ards-council.gov.uk

A booking will not be made on the basis of this form but only an indication as to the availability of facilities.

This form cannot be used for booking a party, please contact the centre on 028 9181 2837.

Customer Details		
Contact Name:		Signature:
Organisation:		Customer Account No.:
Tel No. Daytime:	Evening:	Mobile:
Email:		

Event Details	
Event:	
Day/Date(s) :	Start Time : Finish Time :
Type of Event :	No. of participants :
Facility required : Sports Hall - full <input type="checkbox"/> Sports Hall - ² / ₃ Hall <input type="checkbox"/> Sports Hall - Badminton Court <input type="checkbox"/> Sports Deck <input type="checkbox"/> Function Room 1 <input type="checkbox"/> Function Room 2 <input type="checkbox"/> Club Room <input type="checkbox"/> Minor Pool <input type="checkbox"/> Astro Pitch <input type="checkbox"/>	
Equipment required : (please state the number of items required, if applicable) Tables <input type="text"/> Chairs <input type="text"/> Music <input type="text"/> OHP / Flip Chart <input type="text"/> 5x5 Goals <input type="text"/> Any other equipment ? (please continue on a separate sheet if required)	

Catering required ? Yes <input type="checkbox"/> No <input type="checkbox"/>

For Office Use only		
Booking enquiry made by : By phone <input type="checkbox"/> By e-mail <input type="checkbox"/> In person <input type="checkbox"/>		
Booking Form received by (name) : on (date) : ____ / ____ / ____	Customer contacted by (name) : on (date) : ____ / ____ / ____	Booking made on XN by (name) : on (date) : ____ / ____ / ____
Set up time:	Event time:	Clearing time:

How did you hear about our facility: _____

Data Protection Act 1998. Information on this form may be used for marketing purposes but will not be divulged to any third party. Please let us know if you do not wish to receive information about the centre that we may send from time to time.