

## EVENT BOOKING FORM



CONFERENCE  
& CORPORATE  
CENTRE  
**BANGOR**

13 Balloo Cresent  
Bangor, Co. Down  
BT19 7WP

Tel: 079 5517 7717  
Web: www.bangorccc.com  
Email: mail@bangorccc.com

<b>Date required</b>	
<b>Time room required</b>	
<b>Suggested arrival time/start time (if known)*</b>	
<b>Numbers attending</b>	
<b>Business name</b>	
<b>Business address</b>	
<b>Group/Event name if appropriate</b>	
<b>Contact name</b>	
<b>Telephone number</b>	
<b>Email address</b>	

\*Access times to be discussed and agreed with BCC one month before event.

**Room(s) required – see ‘Conference Price List’ and ‘Main Building Price List’ for more detailed information Please tick.**

Package required:	Tick	Price
Standard		£1000
Standard Plus		£1400
Premier		£1250
Premier Plus		£1600

### Taylor-Made:

Dufferin Suite		
Castle Room		
Abbey Room		
Ward Room		
Clandeboyne Room		
Matthew Cardwell Room		
Junior Suite		
Auditorium		
Minor Hall		
Sports Hall		
Side Room		
Coffee Company		£75

Your audio and technical requirements **must** be submitted on the ‘Audio & Technical Booking Form’ no later than 1 month before your event.

**Additional Requirements:**   √  
 Car Park Attendants (2)  
 Ushers (4)  
 Sound Technician  
 Lighting Technician  
 Box Office

Please state how you would like your room laid out:

Theatre           ( )  
 Board Room   ( )  
 ‘U’ shaped      ( )  
 Other – Please specify:  
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**CATERING** – Please fill in your initial catering requirements as known at this stage. The ‘Catering Booking Form’ **must** be completed and returned to BCCC no later than one month before your event.

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A 50% non-refundable deposit is required at time of booking. Please refer to full Terms and Conditions. **Cheques payable to Bangor Elim Church.** (May 2008)

