



THE TRINITY CENTRE
NORTH ORMESBY

BOOKING FORM

Date of meeting/event

Nature of meeting/event

Times (minimum of 2 hours), please allow time for setting up and clearing away

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Rooms required

- Main Hall (30-200 people)
- Niven Room (conference room for up to 25)
- Dow (meeting room for up to 10)
- Niven & Dow rooms together
- Ebor room (meeting room for up to 10)

Seating arrangements

Equipment required

Catering requirements (please state times of refreshment and meal breaks and numbers required)

Any other special requirements

How did you hear about the Trinity Centre?

Please return the completed booking form dated and signed within 7 days to secure your booking.

Name: _____ Group/company: _____
Address: _____

Tel/Fax No: _____
E-mail: _____

Signed: _____ Name (Block capitals): _____
(A cancellation fee will be charged on all cancelled meetings, dependent on period of notice given)

