

**BALLYMENA SHOWGROUNDS
APPLICATION FOR USE OF FACILITIES**

SPECIAL EVENT OR SINGLE BOOKING

Name/organisation		
Address		
Daytime Tel no	Evening	Mobile
Type of event or proposed use		

Facilities required	Day/date	Set up time	Event start time	Finish time	Cost
Des Allen – 1/3					
Des Allen – 2/3					
Des Allen – All					
Des Allen Kitchen					
Dishwasher					
Des Allen Bar					
Meeting Room					
Staff Costs					

BOOKINGS AFTER 6PM ON SATURDAY, ALL DAY SUNDAY, PUBLIC HOLIDAYS AND ALSO WEEKDAYS AFTER 10PM WILL BE SUBJECT TO ADDITIONAL STAFF COSTS.

Equipment or special requirements:

TV/Video	
Overhead / Data projector	
Flip Chart	
PA System	
Backdrop	
Stage Units	
Lectern	

Please tick box

Layout	Numbers
Theatre style	
Boardroom style	
U Shape	
Classroom style	
Seated Function	
Standing	

Please specify any further layout details/special requirements e.g. catering	N.B for catering by council contact Cecilia Corr 028 25639856
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I have read and agree with the terms and conditions of use overleaf.

Signature _____ Date _____

Completed forms to be returned to:
Ballymena Borough Council,
Showgrounds Office,
Warden Street,
Ballymena. BT43 7DR

Tel.No. 028 25638510
Fax.No. 028 25638943

For Office Use Only:

Booking Ref	
Caretaker Informed	