Castleknock Community Centre Association

A Community Partnership Serving

Ashleigh, Bramley, Carpenterstown Park, Laurel Lodge, Oaktree

Email [castleknockcommunitycentre@gmail.com](mailto:castleknockcommunitycentre@gmail.com)

[www.castleknockcommunitycentre.ie](http://www.castleknockcommunitycentre.ie)

PARTY BOOKING REQUEST 2015/2016

A DEPOSIT OF 50 % TO BE TAKEN FOR ALL PARTIES BOOKED

PLEASE USE CAPITAL LETTERS

NAME OF GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NAME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMERCIAL GROUP \_\_\_\_\_ COMMUNITY GROUP \_\_\_\_ ADULT \_\_\_\_\_ CHILDREN \_\_\_\_\_\_

TYPE OF ACTIVITIES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF ROOM REQUIRED

WHOLE HALL HALF HALL LEFT HALF HALL RIGHT

MEETING ROOM 1 MEETING ROOM 2 YOUTH HALL

ALL WEATHER FACILITY

DO YOU HAVE PUBLIC LIABILITY INSURANCE

PREFERABLE DAY(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_

DURATION OF USE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All booking Enquiry’s to be made between 9:00 am 6:00 pm Monday to Saturday contact James at the reception on.

01 8200968 or by email at [castleknockcommunitycentre@gmail.com](mailto:castleknockcommunitycentre@gmail.com)

PLEASE FLIP OVER TO COMPLEATE FORM

**PLEASE FILL IN ALL DETAILS BELOW TO HELP US ASSISTS WITH YOUR BOOKING REQUEST**

AVERAGE NUMBER OF ADULTS \_\_\_\_\_\_ AVERAGE NUMBER OF CHILDREN \_\_\_\_\_\_

AVERAGE AGE OF CHILDREN \_\_\_\_

TYPE OF ACTIVITIES INVOLVED IN THE PARTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILL YOU BE BRINGING YOUR OWN FOOD \_\_\_\_\_ (PIZZA, CAKE, SWEETS, CRISP, MINERALS)

WHAT TYPE OF SET UP WILL YOU REQUIRE

HOW MANY LONG TABLES \_\_\_\_\_ HOW MANY CHAIRS \_\_\_\_\_

ROOM RENTAIL RATES

ROOM 1 €10 EURO AN HOUR ROOM 2 €10 AN HOUR

HALF A HALL €20 AN HOUR FULL HALL €40 AN HOUR

ALL WEATHER PITCH €15 EURO AN HOUR

**PLEASE NOTE**

**It is the responsibility of the client to clean up and take all rubbish with them after their event**

**WE HAVE A STRICT POLICEY OF NO ALCOHOL**

**ALLOWED ON THE PREMISES**