



Westmanstown

Conference & Events Centre



FUNCTIONS
BOOKING FORM

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Ref No:..... Function Date:..... Booked By:.....

Contact Name:.....

Company Name (*if applicable*):

Address:.....

Mobile: Landline:.....

Email:

Type of function:..... Time:.....

Name of function room:..... No. of guests:.....

SET UP STYLE

Food required: Yes No

Menu: No: Finger food No: For buffet
No: Lunch menu No: Dinner menu

Tea/coffee Yes No Bar facilities Yes No

Allergies notices:.....

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Dietary requirements:.....

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Start time: End time:.....

CONFERENCE FACILITIES REQUIRED *(Please tick)*

Projector and screen Podium Stage Microphone

Special requirements for function:

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Conference refreshment requirements:

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CREDIT CARD AUTHORITY

Card Number

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Expiry Date

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Card Holder's Name:.....

Type of Card: Amex Mastercard Visa/Debit

Deposit Paid: Amount:.....

NOTES:

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BOOKING TERMS & CONDITIONS

1. All functions are subject to approval by the Executive Committee. The Committee reserves the right to cancel any booking made under false pretence or by a third party.
2. Right of admission is reserved by the Management or Executive Committee.
3. Any damage caused to the premises or grounds will be billed to the hirer's account.
4. Westmanstown Conference & Events Centre will not be responsible for loss or damage to personal property.
5. The booking form and a €150 non-refundable deposit (or 10% of the full fee for bookings of over 100 people) is required within one week of provisionally booking a date.
6. Final booking details must be given at least one week prior to the booking date, at which stage the balance of the total bill is required. Any extras must be settled upon departure.
7. Cancellation within one month prior to the booked function will incur the loss of all deposits paid.
8. Commencement of the service of meals will be no later than 20.30 (21.30 for finger food).
9. Advertising by any means of any function is prohibited.
10. External catering is not permitted. No beverages, alcohol or otherwise, may be brought onto the premises.
11. Please note that the intended use of streamers, confetti or glitter must be brought to the attention of Reservations and will be subject to a cleaning charge to be determined by the Committee.
12. We would ask that any issues/incidents which occur during your function be reported immediately to a member of staff or management.

I AGREE TO ABIDE BY THE RULES AS LAID DOWN BY THE EXECUTIVE COMMITTEE.

Signed: Date:.....

WESTMANSTOWN SPORTS & CONFERENCE CENTRE

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