



Westmanstown
Sports & Conference Centre

Booking Enquiry Form

Function Day, Date & Time:.....

Function Details:.....

Organisation Name & Address:

Booking Contact Name:.....

Mobile Number: Email Address:.....

Starting time of Event: Finish time of Event:.....

Break-time AM:..... PM: Lunch Break Time:.....

No. of Guests expected: Food Required: Yes No

Menu type: (Please tick)

- | | | | |
|----------------------|--------------------------|--|--------------------------|
| Tea/Coffee Reception | <input type="checkbox"/> | Light Lunch Option | <input type="checkbox"/> |
| With Biscuits | <input type="checkbox"/> | Celebration/Dressed Table Service menu | <input type="checkbox"/> |
| Scones | <input type="checkbox"/> | Buffet menu | <input type="checkbox"/> |
| Pastries | <input type="checkbox"/> | | |

How many Courses:.....

Special Dietary Requirements:.....

Bar Required (Fee applies for Private Function):(Please tick)

For Conference/Meeting Room Requirements: (Please tick)

Requirement For Function:

Projector & Screen Podium Microphone

Room Layout.....

Other Details:.....

How did you Hear about Westmanstown Sports & Conference Centre?

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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 pretense 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 two weeks 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
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 on duty.

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

Signed: Date:.....

PLEASE EMAIL COMPLETED FORM TO: contactus@westmanstown.com

Westmanstown Sports & Conference Centre,

Lucan Road, Clonsilla, Dublin 15, D15 Y2D / Tel: 01-820 7888