



Griffith College Dublin
Griffith Corporate Training
South Circular Road Dublin 8
Telephone: +353 1 415 0400

GRIFFITH CONFERENCE CENTRE

BOOKING FORM

CONTACT DETAILS

Date Form Completed: _____

Contact Name: _____ Organisation: _____

Address: _____

Telephone Number: _____ Fax: _____

Email: _____ Web: _____

ROOM HIRE

Room Required: _____

Dates Required: _____

From (am/pm) : _____ To (am/pm) _____ Number of Delegates: _____

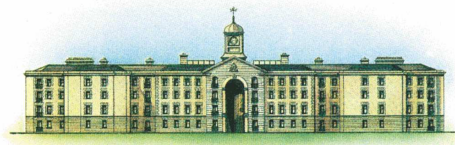
Number of Breakout Rooms: _____

ROOM LAYOUT

Auditorium/Lecture Style (Y/N): _____ Classroom/Exam Style (Y/N): _____

Banquet Style (Y/N): _____ Conference Style (Y/N): _____

Wording for your sign to be displayed outside Room to read:



Griffith College Dublin
 Griffith Corporate Training
 South Circular Road Dublin 8
 Telephone: +353 1 415 0400

TIMETABLE

Arrival time (am/pm): _____ Departure time (am/pm): _____

Morning Break: _____ Lunch: _____ Afternoon Break: _____

AUDIO VISUAL REQUIREMENTS *(please state requirement as well as number required)*

P/A System: _____ Overhead Projector: _____

Recording System: _____ LCD Projector: _____

Radio Microphones: _____ Laptop: _____

Flipchart: _____ DVD Player _____

Other (please specify): _____

PAYMENT TERMS

See Griffith Corporate Booking Policy

CATERING

Break – Tea/Coffee & Biscuits

No. of Delegates: _____ In Room or Restaurant: _____ Time: _____

Lunch

No. of Delegates: _____ In Private Room or Restaurant*: _____ Time: _____

* Vouchers issued for lunch in restaurant

* Private Room e.g. Buffet/ Soup and Sandwiches/Three course meal – please state requirements: _____

Any other requirements:

Send your application to:
 The Conference Centre
 Griffith Corporate Training
 Griffith College, South Circular Road, Dublin 8
 Or email: corporatetraining@gcd.ie

Contact: 01-4163323 / 01-4163378 / 01-4163318