



Event Booking Form: Sports Facilities UCD Sports Centre

Booking Information

Event Title:

Date(s) of Event:

Start Time: Finish Time:

(Operating outside of normal opening/closing hours will incur an additional cost, this will be included in the final price quoted)

Area required: *(Circle as required)*

5-a-side cages		7-a-side	11-a-side	GAA a/w	Rugby a/w	Tennis	Studio
No's:		No's:				No's	
Hall A	Hall B	Hall C	Meeting room		Squash courts		Handball ally

Set-up Date / Time:

Nature of Event:

Numbers Participating:

Numbers Spectating:

Numbers of Volunteers /Employees/Contractors:

Admission Charge:

Event Organiser: *(Must be present for duration of event)*

Address:

Contact: Mobile: Landline: e-mail:

Insurance Company: Phone: *(see insurance)*

Insurance Cert No:

First Aid Company: Phone:

Please note the following:

**Some sections of this form will refer to see sections of the UCD Sports Centre Public Events Policy. Please ensure this is done while filling out the form.*

** It is the responsibility of the event organisers to ensure that qualified First Aid staff will be present for events. No event will proceed without First Aid cover where deemed necessary by Sports Centre management*

** UCD Sports Centre do not supply specialised PA or music systems. It is the responsibility of event organisers to bring their own systems. UCD Sports Centre need prior notice if music will be played.*

**Bleacher seating is available at an additional charge, in Hall B only and only if spectator numbers are thought to exceed 150.*

**Please note that bookings will be confirmed only when the completed booking form and signed agreement to adhere to the public events policy are received along with the relevant deposit.*

**Normal operating hours: Mon-Fri 7am-10pm; Sat & Sun 10am-5.30pm (Opening hours vary in Summer)*

Please turn over leaf to complete form





Event Booking Form: Indoor Facilities UCD Sports Centre

Equipment request

	Yes	No	Quantity	Notes
Flipchart:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chairs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tables	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desks	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Traffic Information

Approx no Cars:

Approx no of busses:

(UCD Traffic Office will determine if traffic stewards will be necessary and an extra charge may be incurred)

Extra requirements

	Yes	No	Notes
Music to be played: <i>(see Royalties)</i>	<input type="text"/>	<input type="text"/>
Bleacher seating:	<input type="text"/>	<input type="text"/>
Filming / photography: <i>(see Media coverage)</i>	<input type="text"/>	<input type="text"/>
Temporary specialised Flooring <i>(see set-up/removal of equipment)</i>	<input type="text"/>	<input type="text"/>
Dressing rooms: <i>(Please specify if new Pavillion or main sports centre rooms are required)</i>	<input type="text"/>	<input type="text"/>
Advertising Space/stall: <i>(see commercial and signage)</i>	<input type="text"/>	<input type="text"/>

Other:

Please note that even if your event requires any of the above they may not be available or permissible and shall be granted at the discretion of the Sports Centre Management

Please turn over leaf to complete form





Event Booking Form: Indoor Facilities UCD Sports Centre

Payment information

	€	Date Paid	Invoice	Receipt
Cost for Facilities Hire:				
Additional Staff Costs				
Admission Charge Payment:				
Traffic Stewards payment:				
Bleacher Seating Charge:				
Advertising/Stall Charge:				
Total Cost:				
Deposit Paid:				
Balance Due:				

Booking Checklist: For Office Use Only.

	Yes	No	Notes
Page 1 Completed		
Page 2 Completed		
Page 3 Completed		
Copy of Insurance Cert		
First Aid needed		
Equipment Sourced <i>(Tables, chairs etc)</i>		
Traffic Office Notified		
Bleachers needed		
Filming/photography Permission granted		

PLEASE RETURN COMPLETED FORMS TO JENNA GEIRAN AT UCD SPORTS CENTRE , BELFIELD OR FAX TO 01 269 8099