**Venue Booking Request Form**

**Please email completed form to Venuehire@themodel.ie**

Contact name:

Company name:

Contact telephone

Contact email:

**Please provide the following information on your Event:**

Date:

Title of event:

Time of arrival for event set up:

Start time of event:

Interval - Yes or No:

End time of event

Time of departure from building:

Expected number of people in attendance:

**Please note that The Model is a multi-functional space. It is therefore very important to specify your requirements in detail. The following page guides you through this process, however please feel free to add extra information at the end of this Form.**

**Tick, highlight or circle which type of event:\***

* Workshop [ ]
* Seminar [ ]
* Conference [ ]
* Concert [ ]
* Other - please give details:

**Tick, highlight or circle required space:**

• Performance Theatre/Cinema space (capacity seated 206, standing 100) [ ]

• Education room (capacity up to 80) [ ]

• Media room (capacity up to 60) [ ]

• Atrium (capacity 120) [ ]

• Foyer (capacity 100) [ ]

• The Niland Gallery – upon discussion[ ]

**Tick, highlight or circle technical requirements:**

* Projector? (**Essential** to bring your laptop. If a PC ensure it has a HDMI output) [ ]
* Podium, with a microphone? [ ]
* Extra Microphones? Please state number required: [ ]
* Do you require a Sound Engineer or Technical Support during your event? [ ]
* Do you require a Stage Set Up? [ ]
* Have you any special requirements re Lighting? [ ]

**Tick, highlight or circle catering requirements:**

Morning / afternoon refreshments [ ]

Lunch / dinner [ ]

Drinks reception [ ]

Tea / coffee & finger food [ ]

Upon receipt of your completed form, please note that your request may take up to **ten days** to be reviewed**.** The Hire Manager will then contact you and provide a quotation.

**\*Please note that as The Model is a publicly funded arts institution, we are not able to hold private exhibitions or present any form of artwork that is not part of our own public programme decided by our team of Curators.**

**To secure your booking, we will need one of the following:-**

* **Public Body** Purchase Order (P.O.) Number
* **Individual and S.M.E** A non-refundable deposit of half the hire fee

Bank details:- Allied Irish Bank, Stephen Street, Sligo Town Account name: The Model Arts & Niland Gallery Limited
Sort code:              93-72-58 Account Number:         38046068 IBAN:                           IE22 AIBK 937258 38046068 BIC/SWIFT                AIBKIE2D

**Please quote your name as Reference during Bank Transfer**

**Thank you.**

**Hirer’s Signature:**

**PRINT NAME:**

