CONNACHT

THE CONNACHT HOTEL GALWAY

CONFERENCE BOOKING FORM

Please note booking is not held until this form has been signed and returned to the Connacht Hotel

BOOKING TAKEN BY: Natasha

STATUS: Provisional [ ] / Enquiry [ ]

DATE BOOKED: 24-Oct-14

CONFIRMED: [x]

COMPANY DETAILS	
Company:	An Bord Pleanala
Contact:	Caroline Treacy
Booked By:	Caroline Treacy
Notice Board:	An Bord Pleanala
Billing Address:	64 Marlborough Street
	Dublin 1
Telephone:	01-8737266
Fax:	
E-mail:	C.Treacy@pleanala.ie

BOOKING DETAILS	
Date:	See below
Venue:	The Connacht Hotel
Event:	Oral Hearing
No's:	100pax
Time:	9am-5pm
Layout:	as provided
Room:	Galvia
Room Hire:	**€150 per day**

ACCOUNTS		
Account to Company:		**Yes** [✓] / **No** [ ]
Pay on Departure:	within 15 days	**Yes** [ ] / **No** [✓]
Credit Card:		**Yes** [ ] / **No** [✓]
C/C No:		EXP Date:

EQUIPMENT HIRE	
Flipchart	1 comp
LCD & Screen	Included
TV & DVD	Available on Request
Audio / Visual	Available on Request

CATERING DETAILS	
Morning Break Time:	ALL
Lunch Time:	CATERING
Afternoon Break Time:	AT OWN
Evening Break Time:	EXPENSE
No. of People:	

ACCOMMODATION	
Arrival Date:	N/A
No. of Nights	
No. Rooms:	
Type:	Single [ ] / Twin [ ] / Double [ ]
Rate:	
Package:	
Res No.:	

REFRESHMENTS	
Tea / Coffee	€1.90pp [ ]
Tea / Coffee / Biscuits	€2.80pp [ ]
Tea / Coffee / Scones	€3.20pp [ ]
Healthy Breakfast	€5.50pp [ ]
Continental Breakfast	€7.50pp [ ]
Tea / Coffee / Sandwiches	€4.95pp [ ]
T/C/Sandwiches/Soup	€7.50pp [ ]
Main Course/ TC	€11.95pp [ ]
Main Course/Dessert/TC	€15.95pp [ ]

SPECIAL REQUIREMENTS
10th Dec 2014
6th-9th & 13th-19th Jan 2015 - provisional
✓

CANCELLATION & CATERING NOTICE

Cancellations notified less than 72 hours in advance will be subject to a full charge. Final catering numbers must be notified no later than 24 hours in advance, and this number will be charged.

PLEASE SIGN BELOW IF THE ABOVE DETAILS ARE CORRECT AND RETURN BY FAX TO 091 753187

SIGNATURE: [signature] DATE: 31/10/14