



# Hire Form Application

Name(s): \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Date(s) of event/activity: \_\_\_\_\_

**Time Required:**

- Start time
- Finish time
- Number of hours/days

Name of Room(s) Required: \_\_\_\_\_

**Details of the**

**Activity/Purpose:**

- Recreational
- Meeting
- Presentation
- Training

**Numbers Attending:**

- Adults
- Children
- VIPs
- Any Special Needs for Disability

**Number of tables and chairs required:** \_\_\_\_\_

**Layout of Rooms:**

- U-shaped
- Classroom
- Boardroom
- Square Perimeter
- Theatre
- Other (please specify)

**Audio-visual Requirements:**

- 1 or 2 stand mics, roaming mics
- Presentation AV – multiple mics with engineer
- Podium
- Stage – size required
- Smart TV
- Laptop Desk Projector

**Catering:**

Menu Choice:  
(A - H)

Number  
of Persons:

Any Dietary Requirements:  
(Vegetarian, Vegan, Allergies)

**Any Other Requirements:**

**Billing Details:**

Name:

Address:

Organisation:

Vat Reg Number:

Contact Number:

Contact Email:

**Official Use:** Confirmation Details:

**Please return to:**

info@monaghanpeacecampus.com

**Contact for Enquires:**

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