

Tara Centre Room Booking Form

Group Details

Group name:			
Address:			
Contact:		Person in charge of meeting:	
Tel:		Email:	
Date required:	Start time:	Finish time:	
Room required:	Conference hall	Rabh Meadbh	Workshoop room/s
Insurance company:			No. of people:
Please forward copy of certificate or email to: info@taraomagh.com			

Catering

Refreshments	Time	Lunch	Time
Tea/Coffee		Main meal (Please list choice of 2 max)	
Biscuits		1	
Scones		2	
Other (specify)		Desert	
Soup and Roll		Vegetarian	
Soup and Sandwiches		Finger buffet (See menu options)	
Filled rolls		Special dietary requirements	
Please note that all catering requirements must be confirmed not less than 48hours in advance of the date of your meeting as the Tara Centre uses the services of an outside caterer. The numbers confirmed will the numbers invoiced. Any surplus orders can be taken away if requested, otherwise surplus will be disposed of appropriately by the Centre.			

Special needs: Wheelchair access required?	Other (specify):
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Room facilities (Please note: not all rooms have all facilities)

Flip chart	Overhead projector	Data projector (Conference hall only)
Tape/CD player	TV/DVD player	Microphone (s)
Hand cordless	Hand with coble	Clip-on cordless
Chairs (No.)	Tables (No.)	
Any other requirements:		

Please sketch desired room layout showing chair and table positions.

Room Front - Conference Hall

Room Front - Rath Meabh



11 Holmview Terrace, Omagh, Co Tyrone, BT79 0AH
 (9.00am - 5.30pm Mon - Fri)
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 Email: info@taraomagh.com Web: www.taraomagh.com