



Internal Organisations Booking Form For Rooms/Halls

* For external applicants there is a different booking form as part of an application pack. This can be found at www.trinitygreyabbey.org/admin/extappform.docx or contact David Thompson at 07885437933 or dthompson532@btinternet.com for a copy or more information.

The Process

1. Before applying for a date please check the online calendar at www.trinitygreyabbey.org/calendar to check that the requests are available.
2. Copies of the application form are available in .docx or .pdf format to download. Please visit www.trinitygreyabbey.org/calendar to get them.
3. Submit your application. Individuals contact details are at end of the form.
4. Your booking will not be in place till it has been confirmed and you will be notified of this.

After I Apply For A Room/Hall

You will be notified if the booking is granted or otherwise. Alternative suggestions of other available rooms will be made if your primary choice is taken.

Changing A Booking or Short Notice Booking

If it is a very short notice booking or you are changing any of your booking details then please contact David Thompson on 07885437933 or dthompson532@btinternet.com immediately to see if your amendment can be met.



Internal Booking Form

Date	
Name of Applicant	
Organisation	
Address	
Telephone Number	
Email	
Date Of Function	
Time From	
Time To	
Nature Of Function	



Trinity
Presbyterian
Greyabbey

Room's Required	YES	NO
Solid Ground		
Minor Hall		
Quiet Room		
Upper Room		
Main Hall		
Kitchen		
Church		
Any Other		

Any additional information

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Please return completed form to one of the following:

- Church office in folder hanging on notice board
- email to dthompson532@btinternet.com
- or in person to David Thompson mobile number: 07885437933