



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

## Enquiries Office – Booking Form Requirements

This form must be submitted ***FIVE WORKING DAYS IN ADVANCE*** (*i.e. for an event to take place on Thursday this form must be submitted no later than the preceding Thursday, and so forth*)

Please provide the details to [enquiries@tcd.ie](mailto:enquiries@tcd.ie) either within the body of your email or by attaching this form.

Title of society or staff member/department involved:	
Name of organiser:	
Date of booking:	
Start and end time:	
Desired location (building and room if applicable):	
Capacity:	
Expected number of attendees:	
Name of event or description of planned activities:	
Key speakers or invited guests (if applicable):	