

**Island Arts Centre  
Multi Media Suite Booking Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ ID checked by: \_\_\_\_\_

**FACILITIES REQUIRED**

Word Processing  Design Package  Internet Access

Other  (please state): \_\_\_\_\_

Using own disc: Yes  No

*Please note: Island Arts Centre staff must anti-virus scan all discs to be used.*

Disc scanned by: \_\_\_\_\_ Time: \_\_\_\_\_

*Discs and paper may be purchased from Island Arts Centre Reception*

No of discs purchased:  @  = £ \_\_\_\_\_

Sheets of paper purchased:  @  = £ \_\_\_\_\_

Time in: \_\_\_\_\_

Time out: \_\_\_\_\_

Total time: \_\_\_\_\_

Usage charge: £ \_\_\_\_\_

**TOTAL TO BE PAID:** £ \_\_\_\_\_ - £10 deposit

*Deposit of £10 payable on booking – charges to be deducted on sign out*

Deposit collected by: \_\_\_\_\_

*I agree to abide by the terms and conditions, a copy of which I have received. I understand I am bound by Lisburn City Council's Internet Policy and any break of this may result in prosecution. I certify that I am over 18 or am signing on behalf of the applicant if under 18.*

**SIGNED:** \_\_\_\_\_