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| Request To Use Bankmore Square**Please ensure all details are completed and returned in good time prior to the event where possible. If you have any queries, or if details change after returning this form, please contact****Stevie Maginn (****stephen@linenquarter.org** **/ 07597477876)** |
| Name of Organisation / Individual hosting event |  |
| **Name, email address and mobile telephone number for contact person on the day of the event**: |  |
| Date and time of event(s): |  |
| **Synopsis of Event & What’s Involved including reference to any sub-contractors:**  |  |
| **Number of people attending** (Estimate if necessary): |  |
| **Will there be media / PR invited or involved?** If so, please include details or attach a copy of any Press Releases |  |
| **Do you agree to leave the Square as you found it, including disposing of any waste?** (Please note, there is currently no waste disposal facilities at the square) |  |
| **Do you agree to obtain all necessary statutory consents and approvals and adhere to Belfast City Councils noise regulations?**  |  |

**Please return this completed questionnaire and a copy of your Public Liability Insurance and any associated press releases to:**

Stephen@linenquarter.org

Please tag us @linenquarter on social media, and use the hashtags #BankmoreSquare #LinenQuarter if you would like us to re-share your content.