



Irish Woodturners' Guild

APPLICATION TO HOST SEMINAR _____ (Enter Year here)

In order to compare the relative merits of each bid the following information is being sought by each applicant. This information is easily compiled by a visit to the proposed school, the proposed hotel and the local tourist office. This form should be returned with your Application to the Honorary Secretary. Once the applicants have been short-listed members of the Executive Committee may visit each venue. Where there is more than one venue in the final shortlist the applicants will be invited to an Executive Committee meeting to put their application in person. This procedure is covered in Procedure number 6 of our Standard operating Procedures

SECTION 1: General Information

- 1) *Chapter Name* 2) *Proposed Venue* 3) *Proposed Hotel*
.....
- 4) *Local Seminar Coordinator*
- 5) *Seminar Steward No.1* 6) *Seminar Steward No.2*

SECTION 2: School Information

7) Size of Hall for Trade Stands in sq meters.

9) Can trucks get close to the Hall Yes/No

11) Is there a Canteen Yes/No

13) Is there an on site caterer available Yes/No

15) Number of spaces in school Car park

17) Have you approached the school management Yes/No

19) Please provide a plan or a pencil sketch of room layout (Appendix I)

8) Is there ramp access to Hall Yes/No

10) Is the floor suitable for placing heavy machinery
Yes/No

12) If yes number of people that can be seated

14) Cost of provision of Coffee/Tea per cup €

16) Number of large demonstrations rooms available

18) Cost including caretaker of hiring venue

SECTION 3: Hotel Information (All prices to Include VAT)

20) Contact Name in Hotel

22) Total number of B&B rooms available in Hotel (60 minimum)

23) Rate for B&B single Room €

25) Rate for B&B twin Room €

21) Phone Number

26) *Rate for B&B triple Room €*

27) *Number that can be seated at Dinner*

28) *Distance of Hotel from Venue*

30) *Cost of Friday Night buffet €*

32) *Cost of Saturday Night Dinner €*

29) *Distance to train/bus station*

31) *Cost of Saturday Soup & Sandwiches €*

33) *Cost of Sunday Lunch €*

SECTION 4: Other Hotels & B&B Information

34) *Number of other Hotels close by*

31) *Total Bed Capacity*

35) *Number of Bord Failte approved B&B accommodation within*

0.5 miles from venue 1 mile from venue..... 2 miles from venue..... 3 miles from venue.....

36) *Provide a list of B&B in the locality Appendix 2*

37) *Provide a local map with Venue & Hotel clearly marked in Appendix 3*

38) *Provide Any other information supporting the bid in Appendix 4*