

**WYVERN COMMUNITY ENTERPRISE
BOOKING FORM SEPTEMBER 2017 - AUGUST 2018**

NAME OF ORGANISATION / CLUB / GROUP: _____

START TIME OF HIRE: _____ FINISH TIME OF HIRE: _____

NB your group must not arrive before the start time or leave after the end time, your set up and set down time must be incorporated in your booking time, if you require additional time for set up or cleaning then this must be booked in addition

TYPE OF ACTIVITY: i.e. Football, Dance, Art, Course etc.: _____

NUMBER ATTENDING IN EACH AGE RANGE:
 Juniors (under 12's): _____ Youths (12 - 18 years old): _____
 Adults (19 - 60 years): _____ Senior Citizens (over 60 years): _____

FACILITIES REQUIRED: i.e. Sports Hall, Classroom, Pitch:

EQUIPMENT REQUIRED: (please tick OR give numbers where appropriate), Are you bring any electrical equipment on site
 No. of Tables No. of Chairs TV/Video OHP & Screen Flip Chart & Pad
 No. of Cups & Saucers Urn Kitchen with cooking facilities Kitchen (servery)

ADDITIONAL REQUIREMENTS/SPECIAL NEEDS: _____

PLEASE CIRCLE THE DATES REQUIRED HALF TERM (CENTRE IS OPEN) CENTRE CLOSED OFFICE USE ONLY

	SEP	OCT	NOV	DEC	JAN	FEB	OFFICE USE
MONDAYS	4* 11 18 25	2 9 16 23 30*	6 13 20 27	4 11 18 25 1 8 15 22 29	5 12 19 26 2 9 16 23 30	6 13 20 27	
TUESDAYS	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26 2 9 16 23 30	6 13 20 27 3 10 17 24 31	7 14 21 28	
WEDNESDAYS	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27 3 10 17 24 31	7 14 21 28 4* 11 18 25	5 12 19 26	
THURSDAYS	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28 4* 11 18 25	5 12 19 26 2 9 16 23 30	6 13 20 27	
FRIDAYS	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29 5 12 19 26	2 9 16 23 30 6 13 20 27	3 10 17 24	
SATURDAYS	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30 6 13 20 27	3 10 17 24 4 11 18 25	5 12 19 26	
SUNDAYS	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 4 11 18 25	4 11 18 25 5 12 19 26	6 13 20 27	
	MAR	APR	MAY	JUN	JUL	AUG	OFFICE USE
MONDAYS	5 12 19 26	2 9 16* 23 30	7 14 21 28	4* 11 18 25	2 9 16 23# 30	6 13 20 27	
TUESDAYS	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	
WEDNESDAYS	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	
THURSDAYS	1 8 15 22 29#	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	
FRIDAYS	2 9 16 23 30	6 13 20 27	4 11 18 25#	1 8 15 22 29	6 13 20 27	3 10 17 24 31	
SATURDAYS	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	
SUNDAYS	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	

Will you require dates from September 2018 onwards? YES NO NOT SURE

BOOKED BY
 Name: _____
 Address: _____

 _____ Post Code: _____
 Tel Day: _____ Tel Mobile: _____
 Tel Eve: _____ Fax: _____
 Email: _____

INVOICE TO
 Name: _____
 Address: _____

 _____ Post Code: _____
 Tel Day: _____ Tel Mobile: _____
 Tel Eve: _____ Fax: _____
 Email: _____

PLEASE TICK THE FOLLOWING THAT APPLY TO THIS BOOKING

Are tickets to be used as a method of entry? YES NO Will you be providing food & drink? YES No
 Are you charging for entry? YES NO

PLEASE TICK THE FOLLOWING THAT APPLIES TO YOUR ORGANISATION

Non-profit making Community Group Non-profit making Sports Club
 Non-profit making individual hirer Non-Profit making Corporate booking
 Other organisation or Local Authority Commercial Booking (Includes all profit making bookings)
 If your organisation is a Charity, please provide the CHARITY NUMBER. _____

HOW WOULD YOU LIKE TO PAY? Cash Invoice

Please ensure the terms and conditions of hire are read before completing this section.

One off payment Monthly Weekly Bank Transfer (Bank details will be printed on your invoice) Other

I hereby apply for use of the facilities detailed above. I agree to pay on demand the appropriate charges and to comply with the terms and conditions of hire and any special conditions communicated to me.

SIGNATURE: _____ PRINT NAME: _____ DATE: _____

OFFICE USE			PAID IN FULL
Entered on Tucasi on: _____	Damage deposit of: £ _____	Booking deposit of: £ _____	Amount £ _____
Booking confirmed on: _____	received on: _____	received on: _____	Date _____
Booking confirmed by: _____	Receipt No. _____	Receipt No. _____	Rec. No. _____

NOTE: This booking is provisional until confirmed by Wyvern Community Enterprise
 Please return to: Bookings Administrator, Wyvern Community Enterprise, Botley Road, Fair Oak, Eastleigh, Hants SO50 7AN