WYVERN COMMUNITY ENTERPRISE
BOOKING FORM SEPTEMBER 2016 - AUGUST 2017

NAME OF ORGANISATION / CLUB / GROUP:

START TIME OF HIRE: FINISH TIME OF HIRE:

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		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*	
TUESDAYS		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	
WEDNESDAYS		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		1	8	15	22		
THURSDAYS	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		
FRIDAYS	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		
SATURDAYS	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28		4	11	18	25		
SUNDAYS	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		

	MAR					APR					MAY					JUN					JUL					AUG					OFFICE USE
MONDAYS		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	
TUESDAYS		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	
WEDNESDAYS	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	
THURSDAYS	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	
FRIDAYS	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		
SATURDAYS	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		
SUNDAYS	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		

Will you require dates from September 2017 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 ☐ 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

Entered on Tucasi on: _____ Damage deposit of: £ _____ Booking deposit of: £ _____

Booking confirmed on: _____ received on: _____ received on: _____

Booking confirmed by: _____ Receipt No. _____ Receipt No. _____

PAID IN FULL

Amount £ _____

Date _____

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