

**WYVERN COMMUNITY ENTERPRISE
BOOKING FORM SEPTEMBER 2018 - AUGUST 2019**

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 <input type="checkbox"/>																																						
No. of Tables <input type="checkbox"/>			No. of Chairs <input type="checkbox"/>			TV/Video <input type="checkbox"/>		OHP & Screen <input type="checkbox"/>		Flip Chart & Pad <input type="checkbox"/>																												
No. of Cups & Saucers <input type="checkbox"/>			Urn <input type="checkbox"/>			Kitchen with cooking facilities <input type="checkbox"/>			Kitchen (servery) <input type="checkbox"/>																													
ADDITIONAL REQUIREMENTS/SPECIAL NEEDS: _____																																						
PLEASE CIRCLE THE DATES REQUIRED <input type="checkbox"/> HALF TERM (CENTRE IS OPEN) <input type="checkbox"/> CENTRE CLOSED <input type="checkbox"/> OFFICE USE ONLY <input type="checkbox"/>																																						
	SEP			OCT			NOV			DEC			JAN			FEB			OFFICE USE																			
MONDAYS		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						
TUESDAYS		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						
WEDNESDAYS		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						
THURSDAYS		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						
FRIDAYS		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							
SATURDAYS	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							
SUNDAYS	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							
	MAR			APR			MAY			JUN			JUL			AUG			OFFICE USE																			
MONDAYS		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								
TUESDAYS		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								
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SUNDAYS	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									
Will you require dates from September 2018 onwards? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NOT SURE <input type="checkbox"/>																																						
BOOKED BY						INVOICE TO																																
Name: _____						Name: _____																																
Address: _____						Address: _____																																
Post Code: _____						Post Code: _____																																
Tel Day: _____ Tel Mobile: _____						Tel Day: _____ Tel Mobile: _____																																
Tel Eve: _____ Fax: _____						Tel Eve: _____ Fax: _____																																
Email: _____						Email: _____																																
PLEASE TICK THE FOLLOWING THAT APPLY TO THIS BOOKING																																						
Are tickets to be used as a method of entry? YES <input type="checkbox"/> NO <input type="checkbox"/>				Will you be providing food & drink? YES <input type="checkbox"/> No <input type="checkbox"/>																																		
Are you charging for entry? YES <input type="checkbox"/> NO <input type="checkbox"/>																																						
PLEASE TICK THE FOLLOWING THAT APPLIES TO YOUR ORGANISATION																																						
Non-profit making Community Group <input type="checkbox"/>				Non-profit making Sports Club <input type="checkbox"/>																																		
Non-profit making individual hirer <input type="checkbox"/>				Non-Profit making Corporate booking <input type="checkbox"/>																																		
Other organisation or Local Authority <input type="checkbox"/>				Commercial Booking (Includes all profit making bookings) <input type="checkbox"/>																																		
If your organisation is a Charity, please provide the CHARITY NUMBER. _____																																						
HOW WOULD YOU LIKE TO PAY? Cash <input type="checkbox"/> Invoice <input type="checkbox"/>																																						
Please ensure the terms and conditions of hire are read before completing this section.																																						
One off payment <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Bank Transfer <input type="checkbox"/> (Bank details will be printed on your invoice) Other <input type="checkbox"/>																																						
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: £ _____			Amount £ _____																													
Booking confirmed on: _____			received on: _____			received on: _____			Date _____																													
Booking confirmed by: _____			Receipt No. _____			Receipt No. _____			Rec. No. _____																													
PAID IN FULL																																						

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