

LEISURE OPERATIONS

Booking Application Form

Venue:

Area of facility (please tick as appropriate): Pool No of Lanes Whole Sports Hall
 Half Sports Hall Whole Multi Purpose Room Half Multi Purpose Room Studio 2
 Dance Studio MUGA Office Accomodation Astroturf Function Room
 Other

Name of club/organisation:

Name of event:

Day and time of booking: If booking more than one day: Date from:.....

Date to:.....

Time from:..... Time to:.....
Please include set up time

Equipment/Special arrangements:.....

Numbers attending session:..... Fees charged:.....

Name and address of organiser:

Postcode:..... Telephone/Email:.....

Purchase order number:

Name and address of person responsible for payment:

Postcode:..... Telephone/Email:.....

Payment by invoice. Cheques are to be made payable to: Magna Vitae and accompanied by a valid cheque card.

PLEASE NOTE:

- If a booking is cancelled within 48 hours of the booking you are liable for the total amount.
- Payment shall be made in advance, upon booking or immediately prior to receiving the service.

Signed: Date:

Position with club:.....

Please return to your selected venue Reception Team.

MV Booking V1 0115