



SPORTS EVENT BOOKING FORM

Name of Club/Company/Organisation					
Event Title/Description					
Surname		First Name		Mr/Mrs/Other	
Position within organisation (e.g Hon Secretary)					
Phone (Work)					
Phone (Mob)					
Invoice Address					
Town/City					
Postcode					
Email address					

Day & Date	Facility/Room	Start Time	End Time	Fee/Hr (Net)	Subtotal
				Net Total	
				VAT	
				Total Invoice	

Event Requirements

Venue set-up requirements (equipment, layout, lighting etc)

Please note that the booking times include set-up and break-down time and that this work must be done by the hirer

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Staffing requirements (if any)

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Any catering requirements must be arranged directly via Events Dept, contact Julias Metzner on 0208 299 9284

I have read and agree to the conditions of hire. Signed		Date:	
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For office use only

Booking accepted (Sports Manager)			Date:	
EP Number		By whom		Date:
Added to EP log	Y/N	By whom		Date:
Licence Issued	Y/N	By whom		Date:
Deposit Invoiced	Y/N	By whom		Date:
Other Income	Y/N	By whom		Date:
Remarks				