**SOUTH WONSTON PAVILION BOOKING APPLICATION FORM**

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PLEASE COMPLETE IN B LOCK CAPITALS AND RETURN TO THE PARISH CLERK, SO UTH WONSTON PARISH C OUNCIL, PO BOX 324, WINCHESTER, SO21 3WB. TEL. NO: 01962 88 9072

|  |  |  |
| --- | --- | --- |
| Name of Club/Group/Organisation: | | |
| Contact Name: | Position in Organisation: | |
| Address: | | |
|  | | Post Code: |
| Telephone No: | Mobile no: | |
| Email address: | | |

|  |  |  |
| --- | --- | --- |
| Invoicing Contact Name: | | |
| Invoicing Address: | | |
|  | | Post Code: |
| Telephone No: | Mobile no: | |
| Email address: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Adult / Junior booking |  | Expected numbers attending | Under 16’s | 16 – 65yrs | Over 65’s |
|  |  |  |
| Type of Event/Activity e.g. social/sport/club: | | | | | |

**Facilities Required:** (Please Tick)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The Parish Room | Kitchen | Grass Pitches | Changing Rooms | All Facilities |

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|  |  |  |  |
| --- | --- | --- | --- |
| **Day Required** | **Times from and to** | **Starting date** | **End date** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| **Special Arrangements** | | | |

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This is a booking application only and is not confirmation of your booking. Your booking will be confirmed in writing within 7 days of the Parish Clerk receiving this form.

**Form to be returned with payment by either cash, cheque or online at:- Lloyds Bank, South Wonston Parish Council: Sort Code:- 30-99-71, Account No.- 73770060.**

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Dated: | Position of Applicant in Organisation: |
| Approved by: | Booking Confirmed: |

I have read and understood the conditions of hire related to this booking application. (Please tick)

**Signed Conditions of hire: Reviewed Fire Action Form:**

**Relevant Insurance Arranged:**

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