

Wivenhoe Sailing Club

Wivenhoe Sailing Club, Walter Radcliffe Road, Wivenhoe, Essex, CO7 9WS

BOOKING FORM

Details of Hirer

Name		WSC Member	Y / N
Address		Or Key Holder	NAME
		Mobile	
		Email	
Organisation			

Details of Event

Description								
Hire Type	HOURLY DAYTIME EVENING			Commercial		Private		
Date	D	M	Y	For repeating events please specify End Date		D	M	Y
Start Time			am pm	Is Additional Time Needed?				
End Time			am pm					
Number Attending (Max 110)				Number Attending Under 18 years				
Arrangement for Under 18's Supervision								

Requirements

Bar*	Y / N	Open	TIME	Close	TIME
------	-------	------	------	-------	------

*A minimum two bar staff are provided. 30 minutes pre bar open time and post close time are required for staff duties.

Kitchen	Y / N	Upstairs	Y / N	Downstairs	Y / N	Parking	Y / N
---------	-------	----------	-------	------------	-------	---------	-------

If there is other information the Club may require please detail below

Deposit attached	Y / N	Paid by Bank Transfer	Y / N
Hire Fee 50% attached	Y / N	Paid by Bank Transfer	Y / N
Bank Sort Code 08 92 99 Account Number 65301485			

Please email completed form to bookings@wivenhoesailingclub.org Or return to Bookings, WSC, Walter Radcliffe Road, Wivenhoe, CO7 9WF						
I confirm that the details I have given are true						
Signed		Date	D	M	Y	
As Key Holder I understand my responsibilities and will be present the whole time						
Signed		Date	D	M	Y	