



# Wicken Sports Club Hire of Clubhouse - Booking Form

Please print this form, complete, sign and date and return it to : [scwicken@gmail.com](mailto:scwicken@gmail.com)

Date Wicken Clubhouse required	<input type="text" value="dd/mm/yy"/>
Session required Please indicate which session or sessions you would like to book for	<input type="text" value="Morning"/> <input type="checkbox"/> <input type="text" value="Afternoon"/> <input type="checkbox"/> <input type="text" value="Evening"/> <input type="checkbox"/>
Entry time	<input type="text" value="00:00"/>
Exit time	<input type="text" value="00:00"/>
Hirer's name An individual must be nominated as the authorised party	<input type="text"/>
Organisation/company (if applicable)	<input type="text"/>
Address	<input type="text"/>
Telephone (landline)	<input type="text"/>
Telephone (mobile)	<input type="text"/>
Nature of event to be held	<input type="text"/>
Number of attendees at event Maximum of 75 seated or 150 standing only	<input type="text"/>



# Wicken Sports Club Hire of Clubhouse - Booking Form

Is the Bar required ? (see hire tariff)	<input type="text" value="Yes/No"/>
Will food preparation taken place onsite? See section in Terms and Conditions	<input type="text" value="Yes/No"/>
Name of Person or Persons holding Level 2 Food Hygiene & Safety Certificate If answer is Yes to previous question then certificate copies must be returned with this application	<input type="text"/>
Are you charging for your event ? Please indicate details in Notes box below	<input type="text" value="Yes/No"/>
Additional outside covered space required ?	<input type="text" value="Yes/No"/>
<input type="text" value="Notes"/>	
I have read the Terms and Conditions for the hire of Wicken Clubhouse which were provided to me at the time of booking and I agree to comply with all the provisions listed	
Signed	<input type="text"/>
Print Name	<input type="text"/>
Date	<input type="text" value="dd/mm/yy"/>
The booking is not confirmed until you have received an email confirmation from the Booking Secretary with an invoice for the full amount and this has been paid and a receipt received	