



REGULAR USER GROUP DETAILS

GROUP ORGANISATION:	
CONTACT PERSON:	
ADDRESS:	
EMAIL ADDRESS:	
PHONE:	
PHONE - MOBILE:	
CLIENT BOOKING	
CURRENT CHARGES:	
PAYMENT TYPE	
KEY/S SWIPE CARD	
NOTES:	
ROOM BOOKED:	
DAY/S:	
FREQUENCY:	

SESSION STARTS TIME: __ (AM / PM) SESSION END TIME: (AM / PM)

(Set up and pack up to be included in your booking time)

START DATE: _ / _ _ _ _ _ FINISH DATE: _ / _ _ _

_ _ _ _ OPERATION DURING HOLIDAY PERIOD

MID-TERM SCHOOL HOLIDAYS:

DEC/JAN XMAS BREAK HOLIDAYS: PUBLIC HOLIDAY:

CROSS BOX IF REQUIRED BY GROUP:

Kitchen access ☐ Coffee Tea ☐ Table / Chairs ☐

Public Liability Insurance Certificate of Currency confirmed ☐

Key & Building access ☐ Key Number: _ _ _ _ _ CODE

_ _ _ _ Contract signed ☐

Signature

Date

Print Name: _____