DULWICH COLLEGE THE SPORTS CLUB get fit, have fun, meet people

SPORTS EVENT BOOKING FORM

Name of Club / Company / Organisation	
Event Title / Description	
Name: Mr / Mrs / Ms / Other	
Position within organisation (e.g. Hon Secretary)	
Telephone (Office)	
Telephone (Mobile)	
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

Staffing requirements (if any)

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

Office Use	
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Booking accepted	(Sports Manager)	Date		
Priava Number		By whom	Date	
Bookings Sheet	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				