



Morpeth
Town
Council

Morpeth Town Council Office: 01670 514314
Emergency out of hours: 07494 325509

Tennis Court BOOKING FORM

VENUE REQUIRED	Venue Choice Please tick	Cost per hour <small>(All prices inclusive of VAT)</small>
Tennis Court		£9.60

Date(s) Required		
Hour(s) Required <small>(to include set up/clearing away)</small>	From:	To:

Name of Hirer/Organisation		
Address		
Telephone No	Mobile	Landline
Email Address		
Invoice Address <small>(if different from above)</small>		
Telephone No	Mobile	Landline
Email Address		

Type of Function/Activities to be undertaken during the booking	
--	--

Expected number of people attending	
--	--

Will under 18's be taking part In this event?	Yes	No
Name and contact details of responsible person		

Purchase Order Number	
Registered Charity Number - Evidence Provided	

Please read

- Bookings cannot be confirmed without a completed and signed booking form;
- A charge of 50% of the hire charge will be made for cancellations of less than 48 hours;
- Cancellations of less than 24 hours (or no shows) are liable to a payment of the whole hire charge;
- I confirm that there will be adequate supervision of children;
- I declare that I have read and understood the Terms and Conditions of Hire and agree that they shall form part of the terms of this agreement;
- I declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

Name	Signature	Date
-------------	------------------	-------------

Diary Updated	Confirmation Sent to	Total Cost
Invoice number	Payment Date & Type	Auth Code