



**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 include 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: \_\_\_\_\_