



EVENT FACILITIES BOOKING FORM 2019

Contact Name/Organisation:

Tel:

Mobile:

Contact Address:

Postcode:

Email:

Purpose of Booking:

BOOKING REQUIREMENTS

SCHEDULE:

Day:

Date (DD/MM/YY):

Time

From:

To:

Please give as much detail about the event you plan to run, including arrival, set-up times and schedule, requirements (cabin, field etc.), what you will be providing and what you require us to provide. We also need to know the number of people expected to attend and whether it will be open to the public. If you need more space, please continue on the back or attach an additional sheet of paper and please give as much detail as possible:

Detail of Booking and Facilities Required	Cost
Total Cost for the Event	£

DEPOSIT: To confirm your booking a deposit of 20% of the price is required (minimum of £50).

I have read the terms & conditions of booking and confirm that my group will abide by them.

Name:

Signature:

Position in organisation (if applicable):

Deposit Enclosed: £

(Please make cheques payable to "ACT")

Please return to: The General Manager, Arundel Lido, Queen Street, Arundel BN18 9JG

Admin Use Only:

Event to be invoiced or paid through the till? Event booking on Calendar and in Diary?

Booking taken by Date