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|--|--|--------------|--|
| GOLD COAST HOCKEY FACILITY - BOOKING REQUEST | | | |
| ALL SECTIONS ARE TO BE COMPLETED BEFORE BOOKING CAN BE ACCEPTED | | | |
| Today's Date | | Current Time | |

| | |
|---------------------------------------|--|
| Name of the person making the booking | |
|---------------------------------------|--|

This form is to be completed by the person with the authority to do so

| | |
|----------------------------------|--|
| Organisation Name | |
| Contact name for the day of hire | |
| Mobile number | |
| Daytime number | |
| Email address | |

INVOICE TO BE SENT TO: (Must be completed before the booking will be accepted) Invoices will be issued

according below. to the details No changes will be made once the invoice has been processed.

| Name(s): | Phone Numbers |
|------------------|---------------|
| Organisation(s): | Work: |
| Postal Address: | Home: |
| | Mobile: |
| | Fax: |
| Email Address | |

REQUIREMENTS

Artificial Surface Bookings

| | | | |
|---------------|--------|---------|-------------------------|
| Date Required | Start: | Ending: | Full Field / Half Field |
| Time Required | Start: | Ending: | Game / Training |

Grass Field Bookings

| | | | |
|---------------|--------|---------|-------------------------|
| Date Required | Start: | Ending: | Full Field / Half Field |
| Time Required | Start: | Ending: | Game / Training |

LIGHTS MAY BE REQUIRED FROM 5PM FROM APRIL TO OCTOBER AND FROM 6PM NOVEMBER TO MARCH

Meeting Rooms Bookings

| | | | |
|---------------|--------|---------|--|
| Date Required | Start: | Ending: | |
| Time Required | Start: | Ending: | |

COMMENTS – also use this section for booking requirements not available above

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**PLEASE RETURN THIS FORM TO GOLD COAST HOCKEY EITHER
FAX to (07) 5571 2260 or EMAIL admin@goldcoasthockey.com**

Bookings are to be made at least 48 hours in advance to assist with staffing and preparation.

Cancellations less than 72 hours of the booking will incur a charge.

| | | | |
|------------------------|----------------|---------------------------------|--------------|
| <i>OFFICE USE ONLY</i> | | | |
| <i>Rate \$</i> | <i>Cost \$</i> | <i>Confirmation sent Yes/No</i> | <i>Other</i> |