



## NCSLSC External Booking Form

<b>Applicants Name</b>	
<b>Company</b>	
<b>Contact Mobile</b>	
<b>Contact Email</b>	

<b>Name of Event</b>	
<b>Proposed Date(s)</b>	
<b>Arrival and Departure Time</b>	
<b>Event Start and Finish Time</b>	
<b>Number of People Attending</b>	
<b>Area(s) of Club to be used</b>	
<b>Purpose of Event</b>	

Please provide a detailed description of your event under the following headings:

Equipment and Staff Required:

  
  

Catering (not supplied by the club):

  
  

Entertainment:

<b>Room Hire</b>	
<b>Bar Staff</b>	
<b>Other Costs</b>	
<b>Total Costs</b>	

**Date Approved:**

  
  
  

**OFFICE USE ONLY**

**Credit Card Details**

MasterCard or VISA? Please specify: \_\_\_\_\_

Name on card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ CVC: \_\_\_\_\_

Your **booking is confirmed once payment of the room hire charge is received and confirmed via email**. North Cottesloe Surf Club does not allow refunds on booking cancellations (unless cancelled within 24 hours of booking being taken). Please be aware that club and member activities take priority.

**Signature:** \_\_\_\_\_ **Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For further information please contact North Cottesloe Surf Club on 08 9284 2626 or [office@ncslsc.com](mailto:office@ncslsc.com)**