

# WILDCATS EVENTS AND ROOM HIRE

Facilities Booking Form



## PERSONAL DETAILS:

Name.....

Address .....

.....

.....

Postcode.....

Telephone number.....

Email address.....

Initial enquiry made with (*Wildcats Staff*).....

.....

## EVENT DETAILS:

Date(s) of booking .....

Company Name (*if applicable*).....

### Times

From..... To .....

Type of event – *please provide details*

.....

.....

.....

Number of people expected.....

Equipment required.....

.....

.....

Layout of room - *please provide details*

.....

.....

.....

Contact name on day.....

Telephone number.....

**CATERING REQUIREMENTS:**

Please tick

- Teas/coffees
- Nibbles
- Cold Buffet
- Hot Buffet
- 3/4/5 Course Meal

Number of people.....

Food to be served at .....

Do you any of your guests/delegates have dietary requirements? *Please provide details*

.....  
.....  
.....

Do you require a bar facility?.....

Do you require anything further e.g. wine, drinks reception? *Please provide details*

.....  
.....  
.....  
.....

**INVOICE DETAILS:**

Company Name *(if applicable)*.....

Address .....

.....

Postcode.....

I enclose £50 deposit\* *(cheques made payable to Wakefield Trinity Wildcats)*

If paying deposit by other method please state: .....

*Please note - a booking is not secure until £50 deposit has been received.*

Total Cost.....

Deposit Paid (Y/N) .....

Total Outstanding .....

Signed .....

Print.....

Date.....

\*Deposit is non-refundable.  
Public bookings to be paid in full 7 days before the event unless alternative arrangements have been agreed.  
Corporate bookings to be paid within 30 days of invoice.  
Please keep originals.

**OFFICE USE ONLY**

Invoice details:.....

Rooms allocated:.....

Diaries updated and checked:.....