



# Leisure Centre Booking Request

<b>Resident (&amp; Booking Person)</b>	
<b>Address</b>	
<b>Contact Phone and Email</b>	
<b>Date Required</b>	
<b>Requested Start Time</b>	
<b>Requested Finish Time</b>	
<b>Number of Guests (max 55)</b>	
<b>Number of Visitor Vehicles (max 14)</b>	
<b>Function Profile (eg - Childs 4th Birthday)</b>	
<b>Any Special Activities Planned</b>	
<b>Other Requests or Comments</b>	
<b>Date Booked</b>	

I have received and have read a copy of the LEISURE CENTRE FUNCTION CONDITIONS, and agree to the function detailed and I will ensure that all guests also abide by these conditions, and understand that I will be liable for any damage caused by any failure to observe these conditions.

<b>Signed</b>	
<b>Date</b>	

## OFFICE USE ONLY

<b>BC Requested:</b>		<b>Notified Resident:</b>	
<b>BC Approval:</b>		<b>Deposit paid: (\$ and Date)</b>	
<b>Code:</b>		<b>Refunded: (\$ and Date)</b>	
<b>Sign:</b>		<b>Sign:</b>	