

# FUNCTION ROOM

BOOKING REQUEST FORM (max 30 people)

OXSTALLS  
TENNIS CENTRE

Date of Request .....

Organisation .....

Name of event / course .....

Order No if applicable .....

Expenditure Code (City Council Only) .....

Booking Contact Name .....

Department / Section .....

Invoice Address .....

Post Code .....

Telephone Number .....

Function Room	Time from - to	No Attending
Date:		
Date:		
Date:		

Room Layout:- Meeting, Lecture, Other (please specify) .....

Equipment (included in hire charge)

Equipment (additional charge)

Refreshments Required:

TV/DVD/VIDEO, OHP, FLIPCHART

MULTIMEDIA PROJECTOR, LAPTOP, INTERNET

Please see brochure for menu options

Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required
Date:	Tea, Coffee	-	Date:	Tea, Coffee	-	Date:	Tea, Coffee	-
		-			-			-
		-			-			-
	Tea, Coffee	-		Tea, Coffee	-		Tea, Coffee	-
	& Biscuits	-		& Biscuits	-		& Biscuits	-
		-			-			-
	Fruit Juice	-		Fruit Juice	-		Fruit Juice	-
		-			-			-
	Cakes	-		Cakes	-		Cakes	-
	Fruit	-		Fruit	-		Fruit	-
	Menu A	-		Menu A	-		Menu A	-
	Menu B	-		Menu B	-		Menu B	-
	Menu C	-		Menu C	-		Menu C	-
	Menu D	-		Menu D	-		Menu D	-

N.B If numbers vary please add on next to the refreshment required

I agree to abide by the Conditions of Hire for the use of Oxstalls tennis centre

Signature .....

Name (please Print) .....

Use Only	Entered into Diary by	Ref:
Entered on System by:	Date:	Customer ID No:



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 **Oxstalls**  
SPORTS PARK

# MEETING ROOM

BOOKING REQUEST FORM (max 8 people)

OXSTALLS  
TENNIS CENTRE

Date of Request .....

Organisation .....

Name of event / course .....

Order No if applicable .....

Expenditure Code (City Council Only) .....

Booking Contact Name .....

Department / Section .....

Invoice Address .....

Post Code .....

Telephone Number .....

Meeting Room	Time from - to	No Attending
Date:		
Date:		
Date:		

Room Layout:- Meeting, Lecture, Other (please specify) .....

Equipment (included in hire charge)

Equipment (additional charge)

Refreshments Required:

TV/DVD/VIDEO, OHP, FLIPCHART

MULTIMEDIA PROJECTOR, LAPTOP, INTERNET

Please see brochure for menu options

Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required
Date:	Tea, Coffee -		Date:	Tea, Coffee -		Date:	Tea, Coffee -	
	-			-			-	
	-			-			-	
	Tea, Coffee -			Tea, Coffee -			Tea, Coffee -	
	& Biscuits -			& Biscuits -			& Biscuits -	
	-			-			-	
	Fruit Juice -			Fruit Juice -			Fruit Juice -	
	-			-			-	
	Cakes -			Cakes -			Cakes -	
	Fruit -			Fruit -			Fruit -	
	Menu A -			Menu A -			Menu A -	
	Menu B -			Menu B -			Menu B -	
	Menu C -			Menu C -			Menu C -	
	Menu D -			Menu D -			Menu D -	

N.B If numbers vary please add on next to the refreshment required

I agree to abide by the Conditions of Hire for the use of Oxstalls tennis centre

Signature .....

Name (please Print) .....

Use Only	Entered into Diary by	Ref:
Entered on System by:	Date:	Customer ID No:



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# CONSERVATORY

BOOKING REQUEST FORM (max 100 people)

OXSTALLS  
TENNIS CENTRE

Date of Request .....

Organisation .....

Name of event / course .....

Order No if applicable .....

Expenditure Code (City Council Only) .....

Booking Contact Name .....

Department / Section .....

Invoice Address .....

Post Code .....

Telephone Number .....

Conservatory	Time from - to	No Attending
Date:		
Date:		
Date:		

Room Layout:- Meeting, Lecture, Other (please specify) .....

Equipment (included in hire charge)

Equipment (additional charge)

Refreshments Required:

TV/DVD/VIDEO, OHP, FLIPCHART

MULTIMEDIA PROJECTOR, LAPTOP, INTERNET

Please see brochure for menu options

Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required	Date of Meeting	Options	Time Refresh. Required
Date:	Tea, Coffee	-	Date:	Tea, Coffee	-	Date:	Tea, Coffee	-
		-			-			-
		-			-			-
	Tea, Coffee	-		Tea, Coffee	-		Tea, Coffee	-
	& Biscuits	-		& Biscuits	-		& Biscuits	-
		-			-			-
	Fruit Juice	-		Fruit Juice	-		Fruit Juice	-
		-			-			-
	Cakes	-		Cakes	-		Cakes	-
	Fruit	-		Fruit	-		Fruit	-
	Menu A	-		Menu A	-		Menu A	-
	Menu B	-		Menu B	-		Menu B	-
	Menu C	-		Menu C	-		Menu C	-
	Menu D	-		Menu D	-		Menu D	-

N.B If numbers vary please add on next to the refreshment required

I agree to abide by the Conditions of Hire for the use of Oxstalls tennis centre

Signature .....

Name (please Print) .....

Use Only	Entered into Diary by	Ref:
Entered on System by:	Date:	Customer ID No:



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