

Please return this form to - R. Holland, 14, Princes Gardens, Felixstowe Suffolk IP11 7RH



Registered Charity no. 1,160,222

www.fopwa.onesuffolk.net

**“the Hut” BOOKING FORM and INVOICE**

To hire “the Hut” on the promenade at Felixstowe IP11 7SF subject to our standard terms and conditions, please complete and return this form after making a provisional reservation by phone to 07842 179734

Agreed date	Which will then be our Invoice reference number in DD / MM / YYYY format	
Name of Organisation		
Contact Person		
Address		
Contact telephone No.		
Email		
“On the Road” mobile phone number (not the driver!)		
<b>ARRIVAL TIME</b> of the main party or the “advance party” <b>whichever is the earliest</b> (not before 9.30pm unless by prior agreement)		
<b>DEPARTURE TIME</b> no later than 5pm		
<b>Number</b> in party (recommend not to exceed 50)		
Visitor Age Range (excluding staff) (*delete as applicable)	* Under 60 years	*Over 60 years
Will this be your first ever visit? (*delete as applicable)	*YES	*NO

**TERMS -**

**BOOKING FEE £60 per day \*\* PAYABLE within 30 DAYS of making your reservation by -**

\* **By CHEQUE** (or Postal Order) payable to F.O.P.W.A.

Please write your name and address and date of visit on the reverse. If a receipt is required please send us a **stamped addressed envelope**

\* **By BANK TRANSFER**

To **TSB, Hamilton Road, Felixstowe**

**Sort Code 30 - 93 - 22**

For the Account of - **Felixstowe Old Peoples Welfare Association**

**Account no. 00792720**

AND include the date of your booking e.g. DD/MM/YYYY as part or all of your reference number

**INVOICE - we are no longer issuing Invoices**

If your organisation requires an Invoice - please give a copy of this booking form to your accounts / finance department as it provides all the information they should require that would have been shown on our invoice.

\* delete as applicable

\*\* *only applies to large organisations which book more than one day to allow them to bring different groups of visitors on different days.*

I/We confirm the details above and agree that the booking is subject to standard conditions shown on the website and also confirm that I/We wish to receive future communications from F.O.P.W.A. by Post and /or Email (*delete as applicable*)

Signed on behalf of the organisation (or PRINT NAME) .....Date.....

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