

# St Ives Arts Club

## Events Returns Form (Theatre)

**(This form must be filled in and returned even if you have no further payment to make!)**

Name of member who made the booking:

Contact email/phone No:

Dates of events:

No. of events:

**Final payment details:**

Date	No. of hours booked	No. of paying audience	Entrance Rate	Total
<b>Totals</b>				£

**A**

25% of above total =	£
Minus deposit paid	£

**B**

No. of hours x £10	£
Minus deposit paid	£

<b>Total Amount Owed to Arts club</b> (Either A or B, whichever is greater)	£
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Signature of the member who made the booking.....

**Please enclose with this form**

- The **total amount owed** to the arts club. If the **total amount owed** is **zero** or **negative** you do not need to enclose a cheque but you must still return the form. If it is **negative** you are due a refund. We will calculate this taking into account the minimum hourly rate and send you a refund cheque. You will need to return the form for us to do this
- **IF YOU DO NOT RETURN THIS FORM WITH YOUR PAYMENT YOU WILL NOT BE PERMITTED TO BOOK THE ARTS CLUB AGAIN. THE PAYMENT ON ITS OWN IS NOT GOOD ENOUGH** the returns form is an essential part of the booking system now.

**Please place all items in an envelope marked 'EVENTS RETURNS'.**

Post the envelope through the internal letterbox in the club office door.

<b>Office use only:</b> cheques paid in	number	£	Date
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