

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
Totals				£

Amount due:- 25% of above total =	£
Minus deposit paid £50/event	£

Total Amount Owed to Arts club	£
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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.

Office use only: cheques paid in	number	£	Date
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