

**TRACK ONLY - BOOKING FORM - NO EQUIPMENT**

**Payment Details To be completed for all bookings**

Organisation, Name of Booking Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name of Booker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event/Sports Day/Charity event/Run\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (s) and Time (s) of Bookings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state Number of Hours Booked **A. Exclusive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B. Non Exclusive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Additional Staff and Hours required A. No. of Staff \_\_\_\_\_\_\_\_\_\_\_ B. Total No. of Hours \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select how you wish to pay for the above bookings: Option 1**

1 Cash/cheque upon arrival at the Track Office

2 Invoice to the Organisation (please complete below)

3. Credit Card Payment phone Athletics NI- 02890602707

**Option 2 – Invoice details:**

Name of Person/Department to be invoiced\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address (if you prefer to receive invoice by email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Order Number (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration:**

I agree, with authority on behalf of the booking organisation, to the following:

I have read the Tariffs section on <http://www.marypeterstrack.com/memberships-and-tariffs> and agree to payment of all charges, including any set-up and take-down as detailed, additional staffing, cleaning or litter picking costs. Please note there is an additional cost for Floodlighting. All invoice terms are maximum 30 days from date of invoice, payment will be received by Athletics (NI) Ltd on or before that date. Payment can be made by cash, cheque, credit card or BACS, sent to the office/account detailed on the invoice

Signed (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of (organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



### **ADDITIONAL EVENT INFORMATION: DESCRIPTION OF EVENT:**

**Declaration:**

I have read, and agree to on behalf of the booking organisation, the terms of hire (available here <http://www.marypeterstrack.com/memberships-and-tariffs> or by post by request). I acknowledge that it is the responsibility of the booking party to arrange all proper first aid cover, event officials, insurance, and any other event-specific services other than provision of the track and its equipment & staff.

Signed (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of (organisation) \_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_