

**Isle of Wight Council
Adult and Community Learning**

Sandown Community Learning Centre

Booking Form for Recurring Activity

Name				Contact Telephone No.			
Organisation							
Invoice Address							
Title of course / activity							
Start Date			Start time			Finish Time	
Days (Please circle)	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Recurrence: (please circle)	Daily		Weekly		Monthly		Yearly
Every day / week / month* or Every _____ (insert 2nd, 3rd, 4th, etc.) week, month							
When? (Please circle)	1st of month		2nd of month		3rd of month		Last of month
Until (Please write finishing date)							
Requirements: <input type="checkbox"/> Projector <input type="checkbox"/> Interactive Whiteboard							

- 1 I agree to abide by the terms of use as outlined in the User Guide.
- 2 I enclose / have supplied previously* a risk assessment for the planned activity.

Signature

Print Name

Date

*Delete as applicable.

Return to: Sandown Library, High Street, Sandown, Isle of Wight. PO36 8AF