 SYNDICATE REQUEST FORM

15th April -31st July 2024 (excl w/c 27th – 31st May)

**PLEASE COMPLETE AND RETURN REQUEST FORM TO RECEPTION**

**YOU WILL BE EMAILED WITH CONFIRMATION OF YOUR REQUEST. PLEASE NOTE ALL SYNDICATES MUST COMPLETE THIS FORM, PLEASE DO NOT RELY ON VERBAL REQUESTS ALREADY MADE, OR ASSUMPTIONS THAT YOUR SYNDICATE WILL CARRY ON FROM LAST TERM.**

***Members of syndicates benefit from booking courts further in advance than other members or visitors.  Once booked, dates and times of syndicate sessions cannot be rearranged, if syndicate members cannot play on a certain date once booked the captain must seek replacement player/s, as no credit will be given.*  \*\*Outdoor members can play but cannot book syndicates\*\*** \*\***Syndicates must have a minimum of 75% Full Members\*\***

**Name of Syndicate Captain.**............................................................................................. **Email Address**..................................................................................................

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| --- | --- | --- | --- |
| Day | Start – Finish Dates (if different from above) | Time & Duration | Number of Courts (Max 2) |

**Name of Members:** .................................................................../................................................................................

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**Name of Non-Member:** ....................................................................................................................................................

* Any oversubscribed slots will be drawn in a ballot.
* Captains will be contacted and offered slot, once accepted captains will be sent invoices.
* **Payment to be made in FULL BY THE CAPTAIN prior to the start date**
* We can accommodate different start and finish dates, so please advise on the form if different.

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| **Total Cost** (To be completed by club staff) **Method of Payment** (£/CC/BACS) |  |