**Booking Confirmation**

Worcester u3a

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| --- |
| Group Name (as shown on Beacon)  |
| Group Leader name and contact information  |
| Venue (including room if applicable) and number of participants  |
| Meeting times | Day | From | To  | Venue costs per hour  |
| Number of hours per meeting  |
| Meeting Dates2021/22 | Sept |  | Oct |  | Nov |  | Dec |  |
| Jan |  | Feb |  | Mar |  | Apr |  |
| May |  | Jun |  | Jul |  | Aug |  |
| Total number of hours shown above (max 32+8=40 hours) |  |
|  |
| Additional venue requirements (equipment, kitchen, wi-fi, blackout curtains etc.)  |
| Please ensure invoices are emailed to: |
| TreasurerJean Robbtreasurer@worcesteru3a.org  | To ensure prompt payment please ensure your venue states your group’s name, meeting dates and number of hours per meeting on the invoice |
| Please confirm by email to the Treasurer and the Group Coordinator groupcoord@worcesteru3a.org that the booking has been made and agreed by the venue.  |
|  |
| A **paid** Zoom licence is available which enables unlimited use per month. It accrues 2 hours per month from the group annual allowance of 32+8 hours. Please state the total number of months for which you wish to hold a Zoom licence **X months which accrues x hours**  |