**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 Dates  2021/22 | 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: | | | | | | | | |
| Treasurer  Jean Robb  [treasurer@worcesteru3a.org](mailto:treasurer@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](mailto: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** | | | | | | | | |