



Club / Organisation / Association Information

In order to determine whether your regular booking with the Castle View Community & Fitness Centre is applicable for being charged VAT or not, we need you to answer the following questions:

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|--|-----------------|
| 1. Is the booking being made on behalf of a club/organisation e.g. a junior football team? | YES / NO |
| <i>If Yes, to the above please state the club/organisation name</i> | |
| 2. Is the booking being made by an organisation which represents affiliated clubs or constituent associations e.g. are you a local league, or an organisation which is running a league? | YES / NO |
| <i>If Yes, to the above question please state the organisation or association name?</i> | |
| 3. Are you making the booking as a Commercial Entity? For this purpose a Commercial Entity is defined as an organisation who is hiring the facility to then charge others to participate in that session | YES / NO |

STAFF ADMINISTRATION ONLY

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|--|--------------------------------|-----------------|
| Outcome <i>(delete/highlight as appropriate)</i> | Booking Exempt from VAT | YES / NO |
| | VAT Charge Applicable | YES / NO |
| Staff Name / Date | | |