



NEW CUSTOMER SET UP FORM THE VENUE@COWLEY

To be completed in BLOCK CAPITALS and returned to thevenuecowley@gmail.com

Notes:

¹ These fields are mandatory and a customer will not be set up unless they are completed

**CUSTOMER COMPANY
DETAILS**

Name of Company ¹	
Address ¹	
Postcode ¹	
Telephone Number (incl STD) ¹	
Contact Name ¹	
Contact Email Address ¹	
VAT Registration Number	
Company Registration Number	
Legal Status (e.g. Individual, Sole Trader, Partnership, etc.)	
Public Liability Insurance Expiry Date	

If you are making a block booking, eg a weekly room hire, please indicate how you would like to be invoiced for this by:

- ☐ All-in-one payment
- ☐ Weekly payments
- ☐ Monthly payments
- ☐ Other – please specify in box below

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Thank you! Please email completed form to
thevenuecowley@gmail.com