
Booking Rules

- Members may book a court up to 14 days in advance.
- Administrators and coaches can book courts in excess of the normal 14 day limit. This is to allow for advance reservation of courts for Club purposes such as Tournaments, Coaching Sessions, Maintenance etc.
- When booking 14 days in advance, the courts can only be booked from 7am.
- Members are encouraged to show the opponent's name on the booking sheet.
- Members with Off-Peak Membership Subscriptions can only book Off-Peak courts.

Member Accounts and Top-Up Vouchers

- Each member has an account within this booking system.
- Members must have credit in order to reserve courts.
- Members can top-up their booking system accounts by purchasing credit on-line or by sending cheque to the Membership Secretary. It is also possible to make a BACS payment, [please contact Membership Secretary for details](#).
- Credit on Member's accounts is not refundable, but can be transferred to another member, by that member or on request to the Membership Secretary.

Booking Fees

- £6 per booking (45 minutes) at Peak times.
- £4 per booking (45 minutes) at Off-Peak times.
- £4 additional fee when playing a Guest at all times.

Peak and Off-Peak Times

- Peak times are Monday - Friday, from 17:30 onwards on Court 1, from 17:45 onwards on Court 2, and from 18:00 onwards on Court 3.
- All other start times are Off-Peak.

Cancellations & Refunds

- When unable to use a reserved court, members should cancel as soon as possible so that the court may be used by other members.
- The booking fee is automatically refunded when the court is cancelled more than 48 hours prior.
- When the booking is cancelled within 48 hours, the booking fee is only refunded if the same court is re-booked by another member.

Guests

- When playing Guest, an additional £4 should be paid.
 - To do this, select "****Guest £4" as your playing partner/opponent and your court fee will be increased automatically by £4.
 - If the Guest is changed to a member, the fee will be automatically refunded.
 - To pay a Guest fee after the court start time, use the Transfer Credit facility and select "****Guest £4" as the recipient.
- Guest are only allowed to play with a member.
- A member can introduce the same guest 6 times a year.
- **It's the member's responsibility to ensure all his/her guests are signed-in with the Guest Book on-site at the club as soon as the guests/visitors arrive upon the club premises.**