

# TENNIS PRIVATE LESSON REQUEST FORM:



Client Name:	Name:	Email:	
Contact Information:	Home Phone:	Cell Phone:	
Tennis Experience:	Youth/Adult	Level: beg / int / adv	
Single or Group:		Client's signature:	
Office Use	Request Taken by:	Today's Date:	1 <sup>st</sup> lesson booked by(staff) on(date):

## WINTER & SPRING 2019 (JANUARY TO JUNE) LESSON TIME REQUESTS

Please indicate times that you are available for private lessons with a check mark (✓) in the applicable boxes.

After your first lesson with an instructor you will have the opportunity to book more lessons or try another instructor. **Please note there are limited times and spaces available due to high demand for lessons as well as other programs and court bookings.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b> (9:30am-12:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have specific time requests, please write in this row. →							
<b>Afternoon</b> (12:30-3:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have specific time requests, please write in this row. →							
<b>Evening</b> (3:30-6:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have specific time requests, please write in this row. →							
<b>Nights</b> (6:30-9:30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have specific time requests, please write in this row. →							
<b>Please note:</b> Bookings begin on the half hour (i.e. – 11:30am, 2:30pm, and 6:30pm).							

If you are requesting a specific instructor, please list name here: \_\_\_\_\_

**\* Once received by the Racquet Sports Coordinator, please allow 3 weekdays for a response. \***

# PRIVATE TENNIS LESSON BOOKINGS



## PRIVATE LESSON FEES:

Single \$51.87/ hour  
 Semi-Private (2 people) \$28.52/ person/hour  
 Small Group (3 people) \$23.33/ person/hour  
 Small Group (4 people) \$18.14/ person/hour  
 \* Prices do not include GST.

- Lesson times are not guaranteed, subject to space & availability.
- All private lessons must be paid at time of booking.
- Private lessons can be booked up to one month in advance.
- 48 hours notice must be provided to reschedule lesson.
- No refunds or credits issued.

Please list your lesson days in order of preference. This is a request to book private lesson times and will be filled according to availability. Bookings require an instructor's initials & dated before the Front Desk can take payment. Payment is required before a private lesson can be confirmed and booked.

REQUESTED TENNIS LESSON BOOKINGS					OFFICE USE (TO BE FILLED OUT BY FRONT DESK ATTENDANT)		
DAY	DATE	TIME	STUDENT INITIALS & DATE	INSTRUCTOR INITIALS & DATE	COURT #	ATTENDANT INITIALS & DATE	Check box if lesson booked on Tennis Court Booking sheets
1)							<input type="checkbox"/> DATE BOOKED: _____
2)							<input type="checkbox"/> DATE BOOKED: _____
3)							<input type="checkbox"/> DATE BOOKED: _____
4)							<input type="checkbox"/> DATE BOOKED: _____
5)							<input type="checkbox"/> DATE BOOKED: _____
6)							<input type="checkbox"/> DATE BOOKED: _____
7)							<input type="checkbox"/> DATE BOOKED: _____
8)							<input type="checkbox"/> DATE BOOKED: _____
9)							<input type="checkbox"/> DATE BOOKED: _____
10)							<input type="checkbox"/> DATE BOOKED: _____

All Steveston Community Centre Tennis Instructors have current tennis certifications and have extensive experience teaching adults and children. They are happy to help you learn the game or improve your skills. After your first lesson with an instructor you will have the opportunity to book more lessons.  
**Please note there are limited times and spaces available due to high demand for lessons.**

## INSTRUCTOR INFORMATION

INSTRUCTOR NAME: \_\_\_\_\_ INSTRUCTOR SIGNATURE: \_\_\_\_\_

\*\* (This form is to be filled out by the instructor (or Racquets Coordinator), and signifies the instructor's approval and availability for this private lesson request.)\*\*



**FRONT DESK ATTENDANTS:** Please attach a copy of the payment receipt to this form and leave the form in the Racquets Coordinator's In-tray (for new lesson requests) or return to the binder (for repeat clients). Thank you.

