

# Combe Mill Open Day Log Sheet (2023)

(rev 12)

Day /Date

Person on duty

Number  of

Cash @ Start of Worksheet

£  A

Ticket Sales		Please record <b>number</b> of each visitor type for each group															
Type	Price (Upgrade)	1 <sup>st</sup> group		2 <sup>nd</sup> group		3 <sup>rd</sup> group		4 <sup>th</sup> group		5 <sup>th</sup> group		6 <sup>th</sup> group		7 <sup>th</sup> group		8 <sup>th</sup> group	
<b>(Note 1)</b>		#	£	#	£	#	£	#	£	#	£	#	£	#	£	#	£
Adult	£5.00 (£9.00)																
Concession Pension / Student	£4.00 (£7.50)																
U16's	Free																
<b>Subtotal</b>	-																
<b>Subtotal for Gift Aid</b>		£		£		£		£		£		£		£		£	
Upgrade to Annual Pass <b>(Note 1)</b>		Yes / No**		Yes / No**		Yes / No**		Yes / No**		Yes / No**		Yes / No**		Yes / No**		Yes / No**	
Guidebook	£3.50																
Souvenir Brochure	£1.00																
<b>Total cash payment for group</b>		£		£		£		£		£		£		£		£	
<b>Total card payment for group</b>		£		£		£		£		£		£		£		£	
Remitted Annual Pass number																	
<b>Donations (£)</b>																	

£  **B**

£

£

£  **C**

£

Notes

Cash carried forward (A+B+C)

£

Please record code numbers for each retail sale on reverse of this sheet

FORM18

**Note 1** Upgrade by donating the cost of a Steaming Event ticket – encourage them to Gift Aid the ticket  
Use prices in brackets – Name, House number and Postcode required. Pass will be posted  
Complete Gift Aid Acknowledgement FORM12

\*\* Delete where appropriate