

Facility Booking & Hire Form:

Name of Group/Club:

Name of Contact:

Address:.....

.....

.....

Post Code:

Telephone Number: Day: Evening:.....

Mobile: E-mail address:.....

Name of second contact:

(Must be different from above):

Address:

.....

.....

Post Code:

Telephone Number: Day: Evening:.....

Mobile: E-mail address:.....

P.T.O

Facility/Area required:.....

Purpose for facility use:.....

Booking **Dates** Start Finish
(Both dates inclusive)

Dates not required:.....

Booking **Time** Start Finish

Please state any additional equipment you may require:.....

.....

Approximate number of users per session: Adults Juniors (Under 18)

Payment Method: In advance / cash on the day / monthly direct debit*
(Delete as appropriate)

*you will need to complete a bank mandate form the first time if you wish to pay via direct debit.

Affiliated Club/Junior Club: Yes/No

If yes please provide a copy of the following:

A copy of the Club's Constitution.

A copy of the Club's Public Liability Insurance details.

A copy of the Coach's qualification certificate & clearance through Disclosure of **All** persons coaching during this hire.

A copy of the Club's certification of affiliation to a Governing body/league.

Please see attached guidance with regard to VAT exemption for affiliated clubs.

For Junior Club bookings please complete the additional information below:

In accordance with legal requirements for adequate supervision, the following members are nominated as supervisors and will be present during the hire periods.

Name:..... Name:

Position: Position:

Qualification: Qualification:

I/We agree to be bound by the regulations and conditions of hire, by the scale of charges applicable and agree that the delivery of the confirmation of booking shall be the binding acceptance of this application.

Sign:..... Date:.....

This booking is not confirmation until this form has been completed and given to the Bookings Manager. Full confirmation will then be given accordingly.

Office Use Only:

Booking Number:..... Date Confirmation Sent: