

Colmers Leisure Centre Booking Form (Sept 2017-July 2018)

Name: _____

Address: _____ Post Code: _____

Telephone Number: _____ Email Address: _____

Group/ Organisation: _____ Group Size: _____ No. of Supervising Adults _____

Age Range of Participants: _____ Number of courts: _____

Day /Time: _____

Equipment Requirements: (other than badminton nets/posts or footballs goals) _____

Booking Details:

Please complete the table below to confirm your booking arrangements for the forthcoming year

Please <input checked="" type="checkbox"/>	Term	Duration	Dates
	Autumn Term 1	7 weeks (5 weeks for Thursday clients)	4 Sept – 20 Oct 2017 (Closed on Thursday 21 and 28 th Sept)
	Autumn Term 2	8 weeks	30 Oct – 22 Dec 2017
	Spring Term 1	6 weeks	8 Jan – 16 Feb 2018
	Spring Term 2	5 weeks (4 weeks for Wed & Friday clients)	26 Feb – Thurs 29 March 2018 (Closed on Wed 14 th March and Friday 30 March 2018)
	Summer Term 1	6 weeks (5 weeks for Monday clients)	16 April – 25 May 2018 (Closed Monday 7 th May)
	Summer Term 2	7 weeks	4 June – 20 July 2018
	Activity	No of Courts (please circle)	Adult/ Junior
£10.00 per court	Badminton	1 / 2 / 3 / 4	
£45.00 per hour	Football	4	
£10.00 per court	Martial Arts – 1 Court	1 / 2 / 3 / 4	
£45.00 per hour	Other – Sports Hall Hire	4	

Declarations:

I confirm as the hirer of the facilities that:

- where bookings for under 18's are made, where required, all supervising adults have DBS checks carried out. Please provide evidence of these checks when placing the booking. Photocopies will not be accepted.
- appropriate policies and procedures are in place to ensure the safeguarding and protection of children. (Please provide copies of relevant details)
- appropriate insurance cover is in place for the activity to be carried out. (Please provide a copy of the schedule of insurance cover)
- arrangements are in place regarding First Aid and that users of the facility will be made aware of fire and emergency evacuation procedures.
- any electrical equipment used in the facilities complies with the regulations on portable equipment.
- I have declared any other relevant information to the school in advance of confirming the booking.
- payments due will be made in advance of the booking start date. Late payment will result in the booking being cancelled.
- I am over 18 years of age and that the information provided on this form is accurate.
- I agree to the hire details specified above and I agree to the booking terms and conditions of hire as set out in the school lettings policy. (available at www.colmers.org.uk/community-leisure)

Signed: _____

Date: _____

Hire Agreement:

- The Governing Body of Colmers School & Sixth Form College agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
- The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.
- The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions & lettings policy, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Signed: _____ (On behalf of the Governing Body) Date: _____

All information provided will be stored in accordance with the requirements of the Data Protection Act.