

## Hire Of Facilities Booking Request Form - F29b

Centre Details			
Centre	Cotrave Leisure Centre		
Address			
Telephone Number		Fax	
Email Address			
Club/Group Details			
Name of Club/Group	Belvoir Archers		
Contact Name	Bryan Haynes		
Address	10 Harebell Gardens, Bingham, Notts. NG13 8TA		
Telephone Number	01949 876 098	Mobile Number	07887 633 121
Email Address	<a href="mailto:bryan@belvoirarchers.co.uk">bryan@belvoirarchers.co.uk</a>	Fax	1949876098
Facility Required	Main Hall		
Type of Activity	Archery Beginners Course	Approx No Attending	25
Day of Week	Sundays	Time of Session	3-7PM

PLEASE SPECIFY DATES REQUIRED BELOW :

Month	Date	Date	Date	Date	Date	Month	Date	Date	Date	Date	Date
JAN						JUL					
FEB						AUG					
MAR						SEP					
APR						OCT					
MAY						NOV	15	22	29		
JUN						DEC	6				

I agree to be bound by the rules and regulations of the Centre and to take responsibility for ensuring those taking part in my club activity likewise act accordingly.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### GENERAL CONDITIONS OF HIRE

1. Conditions of a block booking: -
  - A minimum of 10 sessions are booked in advance.
  - Each session is for the same sport or activity.
  - Each session is in the same place (although a different pitch court or lane or a different number of pitches, courts or lanes) is acceptable.
  - The interval between each session is at least 24 hours from the start of one session to the start of the next and not more than 14 days (note: there is no exception for longer intervals 14 days which arise through closure e.g. for Bank Holidays).
  - The person to whom the facilities are let has exclusive use of them during the session.
  - Payment for each session is made in advance and/or the invoice is paid in full before the final session.
  - Cancellation of any session made by the customer within a stated booking period cannot be refunded.
  - An affiliated club, group or organisation makes the booking and proof of this is produced.
2. Credit will ONLY be given upon receipt of the CREDIT ACCOUNT APPLICATION FORM (Form F29).
3. An authorised signatory is required on behalf of the organisation or club.
4. Refunds for sessions can only be given if the Leisure Centre makes the cancellation.
5. Bookings can only be accepted by the hirer on receipt of written confirmation of booking from the Leisure Centre.
6. Further details of "conditions of hire" are available upon request.
7. The council is committed to ensuring that all those who take part in sporting activities are able to do so without fear of racial harassment. Any conduct that is in conflict with, or inconsistent with, the spirit of the Councils Anti-Racist Charter will result in the withdrawal of use of facilities.
8. All cheques must be made payable to the Company Name and sent to the Site Address.
9. All BACS transfer payments must be paid into the Company Bank Account.
10. Block bookings must be cancelled in writing, with at least one months notice given.

**OFFICIAL USE (YOUR BOOKING IS NOT CONFIRMED UNTIL YOU RECEIVE THIS FORM, SIGNED BY A MEMBER OF STAFF)**

CREDIT ACCOUNT APPLICATION  
FORM F29 RECEIVED & BOOKING  
CONFIRMED BY \_\_\_\_\_

DATE CONFIRMED \_\_\_\_\_

DATE PAID \_\_\_\_\_

PAYMENT METHOD  
PDQ / CHQ / CASH / INV  
&  
AMOUNT PAID \_\_\_\_\_