

BOOKING APPLICATION FORM

Community Sports Form

Group/Team/Organisation Name:

Junior (Under 16yrs)

Adult

Contact Name: **Position Held:**

Address

Postcode: **Contact Tel No:**..... **Email:**.....

Sport/Activity:.....

Facility Required - For hire charges see attached pricelist

Full Hall Part Hall Multi-use Games Area Training

Kitchen and adjoining room Room

Booking Details

Day of week:

Start Date	End Date	No. of Sessions	Time

Please indicate below any dates you **WILL NOT** be using the facility in your booking

Bank Holidays:

School Half Terms:

Christmas/New Year:

Any other dates:

Payment Method (PLEASE TICK ONE)

Cash (see Payment on use)

Invoice

For Office Use Only

Booking Taken By	Date Received	Date Entered on system	Date of Confirmation letter

Non-Sports Form

Date(s)
Required: _____

Room(s)
Required: _____

Organisation/Lead Hirer: _____

Address: _____

Postcode: _____ Contact Telephone: _____

Email: _____

Event Detail/Type: _____

Start Time: (allow for setting up) _____ End Time: (allow for clearing up) _____

Total Hours Required (Including setting up & clearing time) _____ hours @ £p/hour

One-off booking Recurring/Regular Booking

Room Hire cost £ _____

- I have read and agree to the Terms and Conditions of Hire
- I enclose a deposit of £..... Being 25% of the total cost of all services.
- I enclose a separate refundable* deposit of £100 (*subject to terms & conditions being met)
- I understand that full settlement is due no later than 14 days prior to the start of the hire period.

Signed..... Date: Position:

Pricing

Community Sports

Sports Facilities

	Community Sports Rates
Main Hall	£40 p/hr Senior £30 p/hr Junior
Training Room	£18 p/hr
Kitchen and Adjoining Room	£18 p/hr
Multi Use Games Area	£35 p/hr
Extras: Sports Coaches	£25 p/hr

Extras: Sports Coaches can be provided if required at £25.00 p/hr

Non-sports bookings

	Community Event Rate	Private Event/ Non-Community Organisation	Large Private Event/ Party (e.g. Birthdays, weddings etc. Max 5 hours)
Main Hall	£40 p/hr	£55 p/hr	£450
Training Room	£18 p/hr	£25 p/hr	N/A
Kitchen and Adjoining Room	£18 p/hr	£25 p/hr	N/A

For any further information or a block booking application form please contact the Hamara healthy Living Centre reception at:

0113 277 3330

admin@hamara.co.uk

Hamara Healthy Living Centre

Tempest Road

Beeston

Leeds

LS11 6RD

Terms and Conditions

Block Bookings

- Block Bookings are encouraged, and must be made using the block booking application forms which are available from the Community Sports Centre
- A separate block booking form must be completed if using the Centre on more than one **day**.
- The Community Sports Centre Management will decide on the prioritisation of applications given the time that is requested for the booking and other organisations/activities that may be using the Community Sports Centre at that time
- A booking is not accepted until a confirmation has been sent out to the hirer, written acceptance of a booking implies acceptance of these terms and conditions
- It is not possible to guarantee block bookings year on year or that the same block booking time can be achieved. Customers can book for as long as they require, as long as they agree this with the Community Sports Centre manager
- Block bookings can be made for a period of three months or more. Bookings will be continually monitored and assessed
- Two weeks' notice in writing must be provided for cancellation of one or more sessions by hirers, otherwise full payment will be expected
- The Community Sports Centre will be open 30 minutes before the first booking of the day. In case of inclement weather, hirers will be able to make an assessment of the condition/ suitability of the pitch/ MUGA at this point. If the hirer then makes the decision to cancel, the above applies
- The Community Sports Centre Management may cancel or refuse bookings ensuring that hirers are given as much notice as possible:
 - If the Community Sports Centre requires to use the premises for special events and other activities.
 - If weather conditions are adverse and the use of the outside facilities could be deemed as a danger to the users and/or staff.
 - The booking would contravene any procedures and guidelines laid down by the Community Sports Centre

Payment on Invoices

Our terms are 30 days

Casual bookings

- Casual bookings may be taken up to 7 days in advance and can be made by telephone or in person
- **Full payment for the booking must be made prior to using the facilities**
- Hirers must give 48 hours' notice should they wish to cancel a booking; otherwise the full cost of the booking stands unless the allocated time is booked by another hirer
- The Community Sports Centre Management may cancel bookings as required but should give hirers as much notice as possible

Equipment

- Community Sports Centre accepts no liability for any equipment you bring to the Community Sports Centre and we would ask you to comply with the rules set out in the Health & Safety at Work Act

Loss and Damage

- The customer shall be liable for and indemnify Community Sports Centre against any loss or damage caused to the premises, fixtures and equipment which may arise as a result of the event or from items brought onto the premises by the customer, their guests, staff or agents or otherwise. The customer shall ensure that no signs or other articles are fastened to the walls or other surfaces
- The Community Sports Centre can accept no responsibility for the property of customers or guests. Goods are left at the owner's risk, without any obligation on behalf of The Community Sports Centre

General

- It is advisable that hirers ensure a national governing body qualified coach or instructor is involved with the delivery of activities, for information on coaching and instructor courses contact the sports centre management
- The hirer is responsible for the proper conduct of persons using the Community Sports Centre during the whole period of the booking. In the event of any person acting in such a manner as to cause annoyance or inconvenience to other persons, the hirer shall take all necessary steps to deal with the offender
- Leeds City College shall not be liable if the premises are not available due to failure of the structure or equipment on the premises or to industrial disputes or any other matters not under its control
- No alcohol is to be consumed on any part of the premises, either inside or within the grounds.
- The Hirer shall not exceed the hours of public entertainment, which for the purpose of this agreement shall be Monday - Sunday between 9am - 10pm. Patrons must depart from the premises no later than 30 minutes after the event finishes without causing disturbance to neighbouring householders.

Please sign to accept the Terms and Conditions and return with your booking application form to the address at the top of the page

Signed Date:

Group/Team/Organisation.....