

**BOOKING APPLICATION FORM**

Name:.....

Group/Team/Organisation: .....

Address: .....

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

Sport/Activity: .....

**Facility Required** - For hire charges see attached pricelist

Hall     External Sports Multi-use area     Room 1     Room 2 with Kitchen

**Booking Details**

Date(s) Required: .....

Start Time: <small>(allow for setting up)</small>		End Time: <small>(allow for clearing up)</small>	
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**Complete this section for ongoing session:**

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     BAC     Card Payment

**For Office Use Only**

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

**Community Sports**

**Venue Hire**

**Sports Facilities**

Main Hall	£40.00 P/H
Room 1	£15.00P/H
Room 2	£25.00P/H
External Sports Multi-use area Adult	£30.00P/H

**Events**

Main Hall including (Maximum 5 hours)	£600
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BACS payments to Yorkshire Bank  
Account name: Hamara HLC  
Sort Code 05-00-55  
Account No. 33048571

## Terms and Conditions

### **Block Bookings**

- 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
- Hamara 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

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.....

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Group/Team/Organisation.....

**Customer Copy – Please Retain**

Facilities Code of Conduct

1. Studded footwear and Blades must not be worn on the artificial playing surface. Suitable footwear includes astro-turf trainers or flat-soled training shoes
2. Please note any setting up of equipment must be done in your booking time. Do not drag goals or equipment – lift clear of the pitch surface. If you require assistance please ask the Community Sports Centre staff
3. Do not encroach onto the playing area until it is time for your session to start as this often inconveniences other users. You are advised to arrive no earlier than 15 minutes before the start of your session
4. Please vacate the facility when your session has finished without disturbing other users. Do not attempt to use any facilities that you have not booked
5. Do not leave litter or discarded chewing gum in the changing and spectating facilities or on the playing surfaces. Please use the bins provided
6. It is advisable that all activities are led by a qualified coach
7. Coaches and Managers are responsible for the language and behaviour of both the participants and spectators associated with their group including visiting teams. This includes supervision of the changing facilities whilst in use by your group
8. Anyone found deliberately damaging or defacing property will be banned from the facility. Please report any damage or inappropriate behaviour to Community Sports Centre Manager or Duty Staff
9. There are no indoor spectating facilities. Spectators can watch activities from within the fenced area looking on to the playing surfaces. For health and safety, no spectators are allowed on to the pitch and MUGA
10. Players should bring their own drinks to training sessions and matches in appropriate containers. Please ensure water is the only drink brought onto the synthetic turf pitch. Please do not bring glass bottles into the sports centre, spectating and playing areas.
11. The Community Sports Centre is a no smoking zone. This applies to spectators as well as participants.

Old Cockburn Sports Hall  
Primrose Lane - Leeds - LS11 5EW

