

Faculty of Education, Health and Community Facility Booking Form

This booking form is subject to the terms and conditions of hire attached.
The definitions set out in the attached conditions shall apply to this booking form and vice versa

Hirer Details

Name of Hirer			
Contact Address			Post code
E - Mail Address			
Contact Tel			

Facilities (please tick box)

Single Sports Hall		S&C Studio		Egg Studio	
Double Sports Hall		Outdoor Netball		Astro Tur (full pitch)	
Morrison Gym		Out Tennis court		Astro Turf (single pitch 1/3)	
Greenbank Gym		Sudley Theatre		Grass Fields	
Other (list here)					

Date / Day (please tick a box for weekly booking or insert the date for a single booking)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For block bookings please include the date you would like the booking to start and the date in which you would like the booking to end. Alternatively, please indicate if you would like the block booking to continue indefinitely:

Start Date		End date (if applicable)	
Time from		Time to	
		Total hours	

NB. Bookings for the Sports Hall and Astro Turf are for 55 minutes starting on the hour and finishing five minutes to the hour. You may be charged additional fees if you do not vacate the Sports Hall/Astro Turf at the appropriate time. Please see the terms and conditions for further information.

Other Information

Reason for hire (activity)		Average age of attendees	
Expected number of vehicles on site		Number attending	
Copies of Risk Assessments if required event plan if required			

I have read, understand and agree to abide by all the terms and conditions set down in this Booking Form including the attached Conditions

Signed		Print		Date	
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Office use only.

Cost of Booking		Inc./Exc. of VAT	
Terms of payment	Block booking	Invoice	Counter / phone payment
Deposit paid		Balance due	Staff required to support booking

For further booking enquiries please contact Marsh Sports office on 0151 231 5230