

FACILITY BOOKING FORM

Please note that until this form has been completed fully, we cannot confirm your booking

Name of Hirer:
Purpose of Activity:
Invoice Address (Treasurer):
Telephone Number:
Email Address:

Name of Organisation:
Please indicate (tick) status of participants Junior (Under 18) <input type="checkbox"/> Senior (18-49 Years) <input type="checkbox"/> Over 50s <input type="checkbox"/>
Club/Coaches Address:
Telephone Number:
Email Address:

Session(s) Booking Details:

Start Date:

Finish Date (please state ongoing if continuous):

Please tick to indicate your required time slot(s) per week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Facility Required: (list below)							
Start time:							
Finish time:							

Event(s)/One-Off Booking Details:

Start Date:
Equipment Required:

Finish Date (please state ongoing if continuous):

Set Up Required:

Facilities Available:

<input type="checkbox"/> Sports Hall (572m2)	<input type="checkbox"/> Astro-turf (FULL Pitch)	<input type="checkbox"/> Main Hall (+ 300 seats)	<input type="checkbox"/> Dance Studios
<input type="checkbox"/> Badminton Courts	<input type="checkbox"/> Astro-turf (1/3 rd Pitch)	<input type="checkbox"/> Atrium (320m2)	<input type="checkbox"/> Conference/Seminar
<input type="checkbox"/> Gymnasium (175m2)	<input type="checkbox"/> 3G MUGA Court	<input type="checkbox"/> Activity Hall (175m2)	<input type="checkbox"/> ICT Suites
<input type="checkbox"/> Fitness Suite	<input type="checkbox"/> Tennis/Netball Courts	<input type="checkbox"/> Hydrotherapy Pool	<input type="checkbox"/> Classrooms
<input type="checkbox"/> Track (Grass) & Field	<input type="checkbox"/> Polymetric Court	<input type="checkbox"/> Trampoline Room	<input type="checkbox"/> Beauty Salons

Payment

All facilities hired are exempt of Value Added Tax (VAT).

Payment Method

- Customers are required to pay prior to commencement of activity or by invoice if pre-arranged with Community Team
- Invoice - Upon receiving the appropriate invoice immediate payment is required.
- Cash - If customers wish to pay on the day of the booking payment should be made to the Community Team before commencement of activity/sport.
- Non-payment within these terms may result in the booking being suspended or cancelled and the hirer may be prevented from using other Beckfoot Trust school facilities.

Sessions

- Each session is in respect of the same activity carried on at the same place
- The hirer has the exclusive use of the facilities.
- The ownership of the activities belongs to the above organisation.
- To ensure all quality / Safeguarding / Health & Safety requirements are met, Beckfoot School and Hazelbeck School are committed to supporting each booking to achieve the below Minimum Operating Standards (MOS).

In the event of my application being accepted, I hereby agree:-

- To pay to Beckfoot and Hazelbeck Learning Community the charge specified in the said schedule for the use of halls/rooms and facilities.
- Not to use, cause or permit the facilities to be used for purposes other than those specified.
- To comply with the Terms and Conditions of lettings in use at present
- That no electrical wires or fittings shall be removed and that no new electrical fittings shall be fitted.
- That Beckfoot and Hazelbeck Learning Community may review pricing structures on an annual basis (1st September)
- That in the event of cancellation of this booking to give notice of at least 14 days, or I may be liable to pay for facilities.

Cancellations

The School may cancel any hire if it appears that;

- The Hirer intends to use the facilities for a purpose other than that given in the application form
- The facilities are required in an emergency or as a result of circumstances beyond the control of the School and if so no charge will be levied.
- The Hirer cannot demonstrate compliance with the Minimum Operating Standards.

The Hirer may;

- Retain the right to cancel any of contracted bookings (giving 14 days' notice) and pay the appropriate charge.
- Withdraw from this Contract if it is agreed that the facilities do not meet their required standard, at no cost prior to any future bookings.

Important:

- Due to the development of the new facilities and the relationship between the schools and Amey Facilities Management, the terms and conditions are constantly being reviewed by our legal representatives and insurers. Therefore Beckfoot & Hazelbeck reserve the right to notify lettings at an appropriate period of notice of amendments.
- **Persons wishing to apply for the use of the premises must ensure that they read the Terms and Conditions of letting as enclosed. By signing the below the Hirer agrees that they have read and agree to the Terms and Conditions.**

Signed:

(insert name)

(insert position)

Signed:

Jonathan Patterson

Community Manager

Date:

MINIMUM OPERATING STANDARDS (MOS)

Please indicate which areas of MOS you have covered and which you need support attaining.

		Achieved	Require
1	All clubs/hirers of school facilities which involve carrying out instructional Activities, training and supervision must be affiliated to an appropriate National Governing Body/organisation (please provide copy certificates).		
2	All clubs/hirers of school facilities must give full contact details on the booking form.		
3	All clubs/hirers of school facilities must have an appropriate current constitution.		
4	All clubs/hirers of school facilities must follow an equal opportunities policy		
5	Where services or activities are provided separately by another body, using the school premises, the Trust school will seek assurance that the body concerned has appropriate policies and procedures in place in regard to Safeguarding children and child protection.		
6	Where schools facilities are let to community groups or organisations, which involve those under the age of 18, the group or organisation must ensure that relevant safeguarding checks are carried out for the organisations' employees and volunteers e.g. DBS/Disqualification by Association checks and relevant training provided. Groups and organisations will be required to confirm by signing the Terms and Conditions and Booking Form.		
7	All clubs/hirers of school facilities which involve children must ensure that all coaches/staff and volunteers involved in the activities have an appropriate level of DBS check and have Child Protection and Safeguarding policies and procedures in place in regard to current national guidance e.g. Keeping Children Safe in Education. (Please provide a copy documents with booking form).		
8	All clubs/Hirers of school facilities must have a Public Liability Insurance Certificate and an Employer's Liability Certificate where employing staff to carry out the activity or supervision (please provide copy with booking form).		
9	All clubs/hirers of school facilities must ensure that coaches/activity leaders are qualified to carry out the activity e.g. minimum UKCC level 2 standard or other appropriate professional level (please provide copy certificates with booking form).		
10	All clubs/hirers of school facilities must ensure coaches/staff have first aid procedures in place which are communicated to all attendees and coaches/activity leaders have an appropriate First Aid Qualification. All accidents and reportable injuries should be notified to the Community Team at the time of the accident.		

By being a MOS Club you will have peace of mind that your clubs working practices are safe and fit for purpose and recognised by partners. You will also access professional support from the Beckfoot Community Team, your NGB Development Officer and appropriate wider partners.

There are additional services that could be made available (but would need to be at least self-sufficient) and if you think they would add to what is on offer;

Additional Requests

	Yes	No
1 Parents would take part if activities were made available whilst their children were in their session (i.e. Zumba/Computer classes)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sufficient spectators/parents would use provided catering	<input type="checkbox"/>	<input type="checkbox"/>

3 Parents would use a crèche / nursery facility

☐☐