

## APPLICATION FOR HIRE OF SPORTS FACILITIES

Booking Enquiries:  
Tel: 01527 572129

Email: sports@bromsgrove-school.co.uk or pfelton@bromsgrove-school.co.uk

### HIRER'S DETAILS

Full Name ..... Address.....

..... Postcode.....

Contact Telephone Numbers .....

Email .....

If acting on behalf of a business organisation etc, please state its full name and address plus your position:

Name of Organisation ..... Position Held .....

Name of Treasurer (or person responsible for payment) .....

Organisation Address .....

..... Organisation Telephone.....

Organisation Email .....

### BOOKING DETAILS

Date of Event .....

Block Bookings: Dates required from ..... to .....

Event start time ..... finish time.....

Number of persons expected to attend Participants ..... Spectators .....

Age category (please tick) SENIOR (18+)  JUNIOR (U18)

Venues Required (please circle below all venues needed)

**INDOOR:** Arena 1 / Arena 2 / Show Court / Dance Studio 1 / Dance Studio 2 / Sports Hall /  
Swimming Pool / Fitness Suite / Squash Courts / Hospitality Suite / Classroom

**OUTDOOR:** Astro 1 / Hockey Astro / Netball Courts / Tennis Courts

Purpose for which facilities are required .....

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**Facilities Required**

Parking Requirements	Quantity	Break Refreshments	
Designated Parking		Required	Yes / No
Disabled Parking		Quantity:	
Coach/Minibus Parking		Time Required:	

Other catering requirements (eg lunch / tea / dinner) .....

Please list any special dietary requirements .....

Other requirements (IT provision, PA system, signage etc) .....

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**Health and Safety** (please circle)

Do you have an appropriate First Aider on site?	Yes / No
Do you have appropriate public liability insurance?	Yes / No <i>Copy of Certificate required</i>
If you are planning to deliver coaching activities, does the coach or leader possess appropriate qualifications?	Yes / No <i>Copy of Certificate required</i>
If this coaching involves young people (under the age of 18) has the coach been CRB checked?	Yes / No <i>Provide CRB details</i> Certificate date.....

**National Governing Body Accreditation** (sports clubs/organisations only)

We have the following award (details): <i>Copy of Certificates required</i>
We are working towards an accreditation (details):

I, the hirer, agree on behalf of my organisation to be bound by the Terms and Conditions of Hire as laid down by Bromsgrove School. I have read and understood and agree to abide by the Sports Centre Rules and Regulations for all users.

**Signature:** ..... **Date:** .....

**OFFICE USE ONLY**

Date Booking Form received ..... By Whom .....

Entered onto booking system ..... By Whom .....

Booking and price confirmed in writing ..... By Whom .....

Date invoiced ..... By Whom .....

Payment received .Amount.....Date ..... By Whom .....

Invoice number .....

**This completed form should be returned to the Sports Co-ordinator, Bromsgrove School, Worcester Road, Bromsgrove, B61 7DU**