

Booking Form							
Sports Hall, 3G Pitch and Aerobics Studio							
Section 1 – Main Contact Details:							
Full Name:		Contact Number:					
Home Address:		Email Address:					
Sports Account:		Club/Team Name					
General Access Times							
Sports Hall and 3G Pitch							
Monday - Thursday							
17:00 – 20:50							
Saturday							
09:00 – 14:00							
Section 2 – Booking Details:							
Type of activity and any other details we need to know of:		Venue: (Please tick)					
			Full Sports Hall <input type="checkbox"/>				
			Half Sports Hall <input type="checkbox"/>				
			Half 3G Pitch <input type="checkbox"/>				
			Full 3G Pitch <input type="checkbox"/>				
		Number of Players:					
List below the preferred date(s) and time(s) to be hired. If more than 10 bookings please attach a separate form with required dates.							
	Date	Start Time	Finish Time	Duration			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
For a block booking of more than 10 sessions please detail below:							
Start Dates:		End Dates:		Times:		Number of consecutive weeks in total:	
Prices of hire (per hour)							
Sports Hall Activity				Hall Hire Rates			
Badminton Court (6 double courts available)				£10.00			
Cricket Nets – 2 Nets Bay 4&5 (2 thirds hall)				£44.00			
Cricket Nets – 2 Nets Bay 6 (2 lanes only)				£33.00			
Cricket Nets – 4 Nets (Full Hall)				£55.00			
Basketball/Netball (full court)				£45.00			
Volleyball (2 courts available)				£27.50			
Indoor Football (full hall)/(half hall)				£55.00/£33.00			
Sports Hall Hire 50 Mins (full hall)/(half hall)				£45.00/£27.50			
3G Hire Times		Half Hire		Full Hire			
Monday – Thursday							
17:00 – 18:00	Off Peak	£37		£65			
18:00 – 19:00	Peak	£42		£70			
19:00 – 20:00	Peak	£42		£70			
20:00 – 20:50	Off Peak	£30 (50 Mins)		£50 (50 Mins)			

3G Hire Times Saturday 09:00 – 13:00	Half 3G Hire	Full 3G Hire
Off Peak	£37	£65
Cricket Net Safety –		
When cricket nets are booked out the long dividing net must be in place to separate Bay 4 and 5 from Bay 6 for Health and Safety.		
Section 3 – Method of Payment and Terms and Conditions		
Your booking for use of the sports facilities at Furness College cannot be confirmed until a booking form is received and any payment(s)/ deposits due have been made.		
Method of Payment:	To be invoiced <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Cash <input type="checkbox"/>	Receipt Number, Date and Amount Paid:
Please State to whom invoice is to be raised (club individual) and Email address to send invoice to:		
OFFICE USE ONLY Club VAT Exemption Confirmed?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Terms and Conditions		
Please read the following bullet points below and tick to show you understand the terms and conditions:		
<ul style="list-style-type: none"> • Furness College reserves the right to terminate any hire agreement at any stage. <input type="checkbox"/> • All accidents must be reported to the sports or main reception. <input type="checkbox"/> • Any club should ensure adequate insurance cover is in place against any foreseeable risk <input type="checkbox"/> • A cancellation charge may apply <input type="checkbox"/> • Any property left on the premises will be at the owner's risk. <input type="checkbox"/> • Furness College will accept no responsibility for participants' injuries or any accidents during their session hire <input type="checkbox"/> • All users have the responsibility to leave all facilities in a clean and tidy condition. <input type="checkbox"/> • No food or drink is to be consumed in the sports hall or on the outdoor pitch. (Plastic sports bottles are exempt) <input type="checkbox"/> • Any damage made to the equipment or to the facilities during the session will be charged to the person/group named on the booking form <input type="checkbox"/> • Any damage caused must be reported immediately to the main reception at Furness College <input type="checkbox"/> • Users will only be authorised to use the equipment they have booked. <input type="checkbox"/> • Hire slots must not run over and users will only be allocated the times they have booked. <input type="checkbox"/> 		

- Outdoor shoes and trainers are barred in the sports hall. Users must wear non marking sport trainers. Medium length moulded studded football boots must be worn on the outdoor pitch, Astroturf trainers or sports trainers are acceptable. Blades, metal studs, long studs, and outdoor shoes must not be worn during the session.
- Furness College is an educational institute and has the right to remove any user deemed to be displaying unacceptable behaviour.
- A representative from the club must attend an induction, and will be responsible for distributing this information to their club members.
- No sub hire is allowed i.e. those booking the facilities are NOT allowed to hire to a third party.
- It is the responsibility of those who hire the resources to ensure that their litter is removed before they leave the venue.

Cancellation Policy

Less than 48 hours' notice on an individual weekly booking will incur the full charge for that date.

In the instance of cancelling a block booking.

Two weeks' notice prior to the proposed cancelled date must be given, failure to do so will incur a 2 weeks charge.

I have read and will abide by the terms and conditions and cancellation policy outlined above.

Signed:

Staff Signature:

Staff Name:

Printed Name:

Date:

For further information please contact sports.bookings@furness.ac.uk Tel. 01229 844739