

Barnsley Academy



Booking Request Hire Form 2010

Information about You/your Organisation

Organisation/Club Name	
Registered Charity Number (if Applicable)	
Hirer's Name	
Invoice/Payment Address	
Postcode	
Contact Telephone Number	
Contact Email Address	

Information about Your booking request

Facility/Room/Area required	
Activity/Event Description	
Day(s) Required	
Frequency required	
Start Time	
Finish Time	
Maximum Attendance Per Session	

Do you require any equipment? (Please state the quantity next to the equipment you require)

Chairs Tables

Sports Specific Equipment/Other Equipment not listed (Please Specify)

Do you require Disabled Access? Yes / No

Will you be Playing Music? Yes / No

Will instruction of physical activities take place? Yes / No

(N.B to enable us to process this request you must submit the following documents:

- a) Instructor or Club indemnity insurance
- b) Current evidence of competency to instruct e.g. coaching qualification certificate, affiliation to National Governing Body)

Insurance – Please Delete Clause (a) or (b) as Appropriate

- a) I confirm that I/my organisation has appropriate insurance including £5MILLION Public Liability Cover, a copy of which is attached,
- b) I/my organisation do not have the required public liability insurance. Please invoice for the appropriate level of cover at a cost of 15% of the hire fee.

Children / Young People and Vulnerable Adults – Please delete Clause (a) or (b) as appropriate

- a) I confirm that there are no circumstances during the activity where adults have contact with Children, Young People or Vulnerable adults where their parent/guardian or carer is not present,
- b) I confirm that I/my organisation has undertaken a current Child Protection/Safeguarding Policy and that all Volunteers, employees and/or adults working with Children, Young People or Vulnerable adults are CRB Cleared or registered under the new ISA guidelines. A copy of the Child Protection/Safeguarding Policy must be attached and Copies of the CRB/ISA Clearance may be required and must be produced on request.

Catering – Hirers shall provide refreshments without requesting permission in writing first only upon receipt of written authorisation shall this be permitted (each request shall be assessed individually)
I agree on my own behalf, and on the behalf of the organisation that I represent, to comply with and be bound by the conditions of the Hire as laid down by Barnsley Academy School.

I declare I am over 18 years of age.

Signature:

Name in Print:

Date:

For Office Use only:

Facilities Booked	Yes	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Booking Ref No.
Copy of insurance Certificate Received	Yes / No	Insurance Charge at 15%	
	Yes / No		
CRB/ISA Clearance available	Yes / No		
Child Protection Safeguarding policy Received	Yes / No		
Coaching Certificates Available	Yes/ No / Not Applicable		
Facility Hire Charges	<input type="text"/> £	Number of Sessions	<input type="text"/>
(Inclusive/exclusive of VAT)			(a) Total Hire Charge <input type="text"/> £
Additional Charges: (b)	<input type="text"/> £		
Insurance @ 15%	<input type="text"/> £	Equipment	<input type="text"/> £
		Misc charges	<input type="text"/> £
(a)+ (b) = Total Amount Due	<input type="text"/> £		
Instalments due Weekly / Monthly/ Quarterly or Payment in Full by		<input type="text"/>	

Payment Received:

Date Received:

Receipt No:

Received By: