

CalneLeisure

Application for Block Booking

Please note that a contract for hire is not guaranteed until you receive a letter of confirmation which will be sent as soon as possible after the application has been completed in **full** and received by the centre.

Name of Club		
Contact Name		
Address		
Post Code		
Contact Telephone Numbers		
Daytime:		
Evening:		
Mobile:		
Email:		
Type of Activity ie Badminton, Squash etc		
Equipment Required		
Any other Information relating to this application		

Hire Details

Day(s) Required (Mon, Tues etc)	Dates Required (All dates must be shown)	Months Required	Times Required <small>Please note that whole hall bookings are for 55mins to allow smooth handover to next booking.</small>		Area Required No of courts etc or whole hall
		January	Start	Finish	
		Year: 2008			
		February	Start	Finish	
		Year: 2008			
		March	Start	Finish	
		Year: 2008			
		April	Start	Finish	
		Year: 2008			
		May	Start	Finish	
		Year: 2008			
		June	Start	Finish	
		Year: 2008			
		July	Start	Finish	
		Year: 2008			
		August	Start	Finish	
		Year: 2008			
		September	Start	Finish	
		Year: 2008			
		October	Start	Finish	
		Year: 2008			
		November	Start	Finish	
		Year: 2008			
		December	Start	Finish	
		Year: 2008			

I have received, read and agree to abide by the terms and conditions of hire. I undertake to ensure the appropriate charges will be paid on demand.

Signed: Date

Print Name Club

Terms and Conditions

1. Any cancellation of dates booked must be given in writing with 3 weeks notice. Failure to give the required notice will result in the club/organisation liable for the full payment.
2. The Centre reserve the right to cancel any club/organisation bookings if a prestigious or one-off event is taking place. Sufficient notice will be given to the club/organisation in this event and every effort to find an alternative location/room will be made.
3. This booking will be terminated on completion of the block booking period. Re-application will be required for further bookings.
4. Clubs/organisation affiliated and committed to a league fixture programme will be permitted to re-book in order to complete fixtures.
5. All confirmed block bookings will be invoiced at the end of each month. Payment will be required within 14 days of invoice. Failure to comply with these conditions may lead to cancellation of the booking.
6. Payments by cheque made payable to Calne Leisure Centre Ltd.
7. The same individual instructor shall be provided by the club/organisation for each period of hire. No change of individual instructor can be allowed without the prior consent of the Centre Manager whose decision shall be final.
8. Clubs must hold Third Party Liability with indemnity of £5,000,000 no block booking will be accepted without the following details:-

Insurers Name

Insurers Address

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Policy No.FromTo

Indemnity Limit: (Minimum - £5,000,000)

Office Use Only

Date Application Received	
Application Approved / Declined	
Booking entered on: Booking sheet <input type="checkbox"/> Diary <input type="checkbox"/> Computer <input type="checkbox"/>	Added Notes: