

Sport@Gosforth
HIRER BOOKING REQUEST FORM
1st September 2022 to 31st August 2023

Gosforth Academy, Knightsbridge, Great North Road, Gosforth, Newcastle upon Tyne, NE3 2JH.
 Direct Telephone No: 0191 255 9054 or Office: 0191 285 1000 Ext 254

Name of Club/Organisation:

Contact Name or Organiser:

Contact Address for Club:

..... Postcode

Telephone: Email:

Contact Name for Invoice:

Contact Address for Invoice:

..... Postcode

Telephone: Email:

Area required

Indoor: Full sports hall Half sports hall Badminton court Gymnasium Dance Studio

	Start Date	Finish Date	Start Time	Finish Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

3G Pitch: One Third (33x60m) Two Thirds (66x60m) Full pitch (100x60m)

	Start Date	Finish Date	Start Time	Finish Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Please note that bookings are per 55 minutes (Including set up /take down of equipment) And can only be booked in one hour intervals, (ie 7pm & 8pm not 7.15pm)

Health & Safety:

- All users must familiarise themselves with the Fire Evacuation procedures that are displayed within the Sports area. Each sign will identify the route to safety and assembly points. Lead Hirers must take charge of their groups and confirm that all are present when checked by a Fire Marshall
- The hirer is responsible for all players using facility under their booking to adhere to the Terms & Conditions of use.

(You will need to provide the following evidence of documentation we state is required before the date of your first session)

Do you have Public Liability Insurance to cover your event? **Yes/No**

Will there be a designated 1st Aider attending all sessions? **Yes/No**

Is there a Risk Assessment in place for your activity? **Yes/No**

Is there a **Covid-19** Risk Assessment in place for your activity? **Yes/No**

Are all members of your organization aware of your **Covid-19** Risk Assessment? **Yes/No**

Do all staff & coaches hold appropriate qualifications? **Yes/No**

Do all staff & coaches hold enhanced DBS certificate and have completed Safeguarding training? **Yes/No**

Charging, Payment Terms and Cancellation

The charge of hiring the facilities will be invoiced monthly. Payments should be made direct to the bank account within 30 days quoting your account number and invoice number (All details will be available on the invoice.)

The charge of hire of this facility will be £..... per session, excluding **VAT**, payable by invoice (as per invoice procedure)

- The Trust, will where possible endeavour to provide 2 weeks notice of cancellation, but this may be reduced due to factors outside of our control.
- If the hirer fails to inform Sport@Gosforth of a cancellation, then they will be charged the full hire charge.

When a booking is cancelled by the hirer the following charges become due:

- 48 hours before booking - No charge
- Less than 48 hours - Full hire charge
- Failure to pay within 30 days of the date on the invoice may result in the cancellation of your booking, A revised invoice being issued if less than 10 sessions have been attended and action taken to recover the debt

Insurance Conditions

Centre: Name of hirer:

Title of event: Date(s) of event:

With reference to the above booking, there is a requirement within the conditions of hire for the group to have sufficient and relevant insurance(s) as requested.

Please have the following either certified by either your Insurance Broker or Insurance Company.

Insurance Certification

I certify that have in place the insurance(s) as requested in the attached contract.

- 1 - special event - minimum £5million public liability cover (amount can be increased due to nature of the event)
- 2 - organised club or group bookings - £5million public liability cover

Type of insurance: Amount of insurance:

Signed: On behalf of:

Date:

Confirmation of Hirer

I agree to pay the above sum for the hire of the area indicated. I have read and understood the Lettings Policy and conditions for users of the school premises, the cancellation and VAT procedures and agree to adhere to these regulations. I have authority to bind the organisation mentioned above by signed this application form on their behalf.

Signed:..... Date:

Administration

ACTION	DATE
Availability of session on booking system / calendar	
Booking form is completed and signed	
Lettings policy conditions of use received and signed	
Risk Assessment & Covid-19 Risk Assessment	
Public Liability Insurance Document received	
DBS for all staff and coaches (add to spreadsheet)	
Coach professional qualifications / Safeguarding training completed	
First Aider details and certificate	
All relevant documents are scanned and filed	
Signed	

The arrangements for the above facility can now be officially confirmed.

Authorised by:.....Date:
(Lettings coordinator)