



Gosforth Academy & Sport@Gosforth

Booking information

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/School/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

Sports Hall	<input type="checkbox"/>	Main Pitch: 3G	
Gymnasium	<input type="checkbox"/>	One Third (33x60m)	<input type="checkbox"/>
Dance Studio	<input type="checkbox"/>	Two Thirds (66x60m)	<input type="checkbox"/>
Classroom	<input type="checkbox"/>	Full Pitch (100x60m)	<input type="checkbox"/>
Other	<input type="checkbox"/>		

TIME OF HIRE

Day of Use: _____ Start Time: _____ Finish Time: _____

Start Date: _____ Finish Date: _____

Please note that pitches can only be booked in one hour intervals, (ie 7pm & 8pm not 7.15am)

The charge of hire of this facility will be £ _____ per session, excluding **VAT**, payable by invoice (as per invoice procedure). Please note that cheques are made payable to Gosforth Academy.

Payment can be made in three ways. Please tick as appropriate: Cash/Cheque per week.

(In Advance).

Cash Cheque Card

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- The Management reserves the rights to cancel any booking giving at least two weeks notice.
- The hirer is responsible for all players using facility under their booking to adhere to the Terms & Conditions of use.
- If the hirer fails to inform Gosforth Academy 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
 - After 48 hours - Full hire charge
- A bill will be sent for any charges due. This should be paid within seven days. Failure to pay due charges may result in legal action.

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 CERTIFICATON

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: _____

CONFIRMATION OF BOOKING OFFICE

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

Authorised by: _____ Date: _____

(Bookings Officer)