

INVOICE NO:

REF.NO:

BUXTON COMMUNITY SCHOOL 3G PITCH – BOOKING FORM

Name of Club/Group requesting booking:	Daytime telephone number:
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Contact Name:	Evening/mobile telephone number:
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Contact Address:	
Post Code:	Email Address:

Facility/facilities required:

Times facility/facilities required:

Dates required	
First date	
Last date	No. of Weeks.....

Is use required during school holidays?	YES	NO	Please note that bank holidays & concessionary holidays are excluded
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Price	Rate agreed	Total Cost.....	Type of payment: INVOICE	P.O.D.
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I CONFIRM THAT THE INFORMATION GIVEN IS CORRECT AND I AGREE TO ACCEPT THE TERMS OF BOOKING BELOW.

Signature of Applicant	Date
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Site & Community Development Manager	Date
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Terms of Booking (cont. over leaf)

1. Application for a booking does not necessarily guarantee acceptance. The SCDM will advise all applicants of the outcome of the booking request.
2. Once completed, the lettings request form should be returned to the SCDM.
3. Any cancellation of the letting must be made at least 48 hours before it is due to take place. Failure to do so will incur the full letting charge.
4. The school reserves the right to cancel a letting **within a minimum of 7 days notice should the school require the use of the premises in full or part, for its own use or safety purposes.**
5. The user is responsible for leaving the premises in a clean and tidy state after use. This includes putting away all equipment used.
6. The user is required to keep and take a register of members in attendance for Health & Safety purposes. In the event of an emergency evacuation of the building, the user is responsible for informing the Duty Manager of any members not evacuated safely.

7. At an agreed time between BCS and the hirer, invoices will be issued.
8. No gambling or any other objectionable conduct shall take place on the premises.
9. Users must obtain permission from the owners of the copyright in musical, dramatic, literary and other work as required by the Copyright Act 1956, and to the indemnity the School & county council in respect of an infringement of such copyright.
10. To secure licence in accordance with the Theatres Act 1968 in respect of the performance of any play.
11. To secure a licence for the sale of intoxicating liquor.
12. To complete and dispatch to the Performing Rights Society Limited, on a form provided a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made.
13. To agree to abide by other regulations as directed from time to time by the Governors, Local Education Authority, Community Sport Department or School Management Team.

14. Conditions of Insurance Policy

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and operates where following an accident by a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are payable up to an amount of £2,500,000 for any one incident. Employees of the hirer are covered in respect of damage to or loss of personal property.

The insurance also indemnifies the hirer against legal liability for damage to the hired facility up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £100 of each and every claim.

NB: As they are able to make their own insurance arrangements, it is the normal practice to exclude from the cover use of premises for professional entertainment promotions and meetings organised by political parties.

FOR OFFICE USE ONLY				
Method of Payment:	LESSEE	SPORTS CENTRE	SCHOOL	NO CHARGE

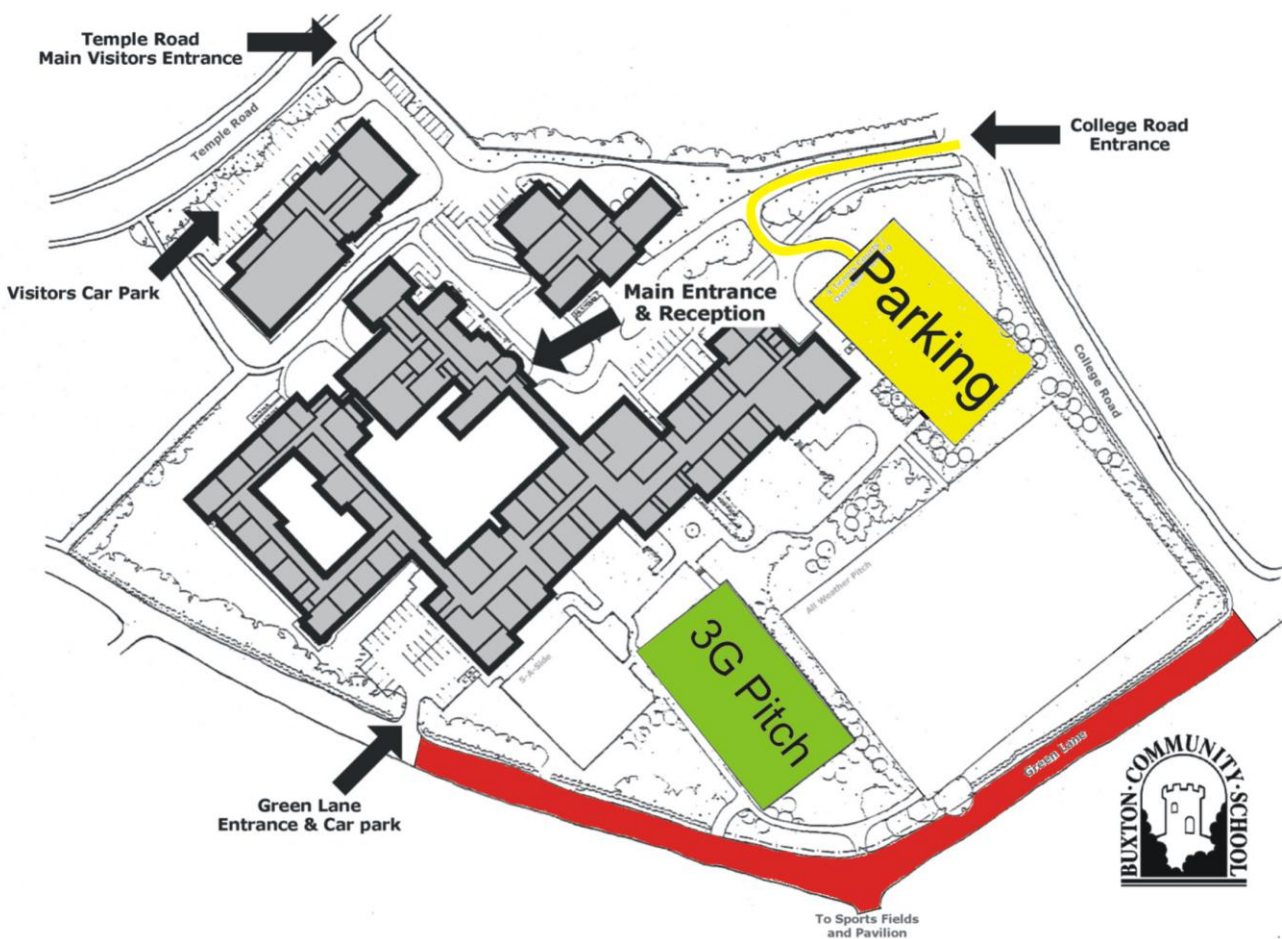


For more information please contact the Duty Manager on 01298 212162. Fax: 01298 27578.
Send completed form to: SCDM, Buxton Community School Sports Centre, College Road, Buxton, SK17 9EA



In recognition of our local residents concerns will all 3G Pitch customers endeavour to adhere to the following requests:

1. Refrain from parking on Green Lane as indicated on the site map in **RED**
2. Use the College Road entrance to the School and car-parking indicated in **YELLOW** on the site map.
3. Facility etiquette
 - Do not wear spiked footwear
 - Do not wear metal bladed footwear
 - Clean all foot-wear before using the surface
 - Move equipment carefully without dragging it over the surface
 - Ensure equipment is safely secured before use
 - Do not consume food or drink (other than water) upon the surface. **NO GLASS CONTAINERS.**
 - Do not deposit chewing gum
 - Do not smoke
 - Do not allow pets and animals upon the surface
 - Do not use cycles, skateboards or rollerblades on this surface
 - Report any dirt, debris or damage found to staff
4. Customers who refuse to follow the aforementioned will have their booking reviewed.



Thank you for your anticipated co-operation.