



### External Hire Booking Enquiry Form

Name of Club/Organisation:

Activity  Age Group

#### Contact Details

It is essential that we have the following information before your booking can be processed.

Name of Organiser:  Identification:

Tel:  Twitter Name

Email  Facebook

#### Club/Organisation Representative

Please provide contact details if a member of your club/organisation has been appointed to represent in the running of the sessions. It will be organiser who is liable should there be any issues with the booking.

Name:  Tel:

Identification:

If the group activity has children attending, have staff/volunteers had satisfactory disclosures from Criminal records bureau?

Yes  No

Has proof been provided?

Yes  No

#### Booking Details

Day  Time:

Start Date  End Date (If Block Booking)

**Notice of cancellation is required 48 hours in advance of booking date. Failure to cancel in the specified time frame will result in payment in full.**

#### Facility Required (Please Tick)

Full Sports Hall	<input type="checkbox"/>	Half Sports Hall	<input type="checkbox"/>	Dance Studio	<input type="checkbox"/>
Full 3G Pitch	<input type="checkbox"/>	2/3 3G Pitch	<input type="checkbox"/>	1/3 3G Pitch	<input type="checkbox"/>
Grass Pitch	<input type="checkbox"/>	Fitness Suite	<input type="checkbox"/>	Classroom	<input type="checkbox"/>



Do you require any other facilities with your booking?

Changing Room(s)/Showers:-

(Please note shower facilities if required need to be incorporated in to your booking time)

Other:

Special Requirements

Numbers Participating

Male  Female

Single Booking Payments are due at the time of booking

**Invoice Details**

Name of Organiser

Address of Organiser

I have received a copy of the facility terms and conditions:-

I agree to be bound by these Terms and Conditions. I agree to the facility Terms & Conditions.

Customer Signature:  Date:

Please complete and return to: The Inspire Centre: Calderdale College  
Francis Street  
Halifax  
HX1 3UZ

**For Office Use Only**

Single booking rate: £  (to include VAT)

Hourly hire rate: £  Incl. VAT £

Weekly hire hrs:  Hrs Weekly hire fee £  Incl.VAT £

Payment Method:  Cash  Card  Cheque  Invoice

Staff Signature  Date

**Administrative information**
