



Application for facility Hire

**CONTACT DETAILS**

Name of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last*

Address for invoices to be sent to: \_\_\_\_\_  
*Street Name and Number*

\_\_\_\_\_ *Town/City Post Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

**BOOKING DETAILS**

Name of Club/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Day of Booking: \_\_\_\_\_ Time of Booking: \_\_\_\_\_  
*Start Finish*

Start Date: \_\_\_\_\_ Finish Date (if applicable): \_\_\_\_\_

Number of participants: \_\_\_\_\_ Activity Taking Place: \_\_\_\_\_

Facilities Required: \_\_\_\_\_  
*Area Size (e.g. 1/2,1/3,Full)*

Swimming Ability (if pool use): \_\_\_\_\_ Do You Need Lifeguards (if pool use)? \_\_\_\_\_

Are you registered with a governing body of sport? \_\_\_\_\_

Do you have insurance? \_\_\_\_\_  
*(if yes, please attach a copy)*

**GENERAL TERMS AND CONDITIONS**

- All bookings include set-up and set-down times. Please ensure you vacate the facility at the end of your booking and leave the facility as you found it.
- The hirer shall obtain and renew as necessary (and upon demand) any licences, qualifications, CRB checks, consents or permissions required by law or recognised governing body for the performance of the booking and shall comply with the terms thereof and with all the statutory requirements and other legal obligations relevant to the booking.
- The hirer shall make themselves available to receive details of the NOP (Normal Operating Procedure) and EAP (Emergency Action Plan) both of which are available at reception, and comply with these procedures at all times.
- If you wish to cancel one session of a block booking, please ensure you give us 14 days' notice or the full hire charge will apply.

- If you wish to cancel a major one-off booking, please ensure you give us 14 days' notice or the full hire charge will apply.
- The main contact requesting the hire of the facilities is responsible for the behaviour of all persons taking part in the booking.
- All persons on the Lymm High School site must show respect to all facilities and other persons. Persons, or indeed the whole booking may be requested to leave by the Leisure team if at any point their behaviour is deemed unsuitable.
- All users should be suitably dressed to participate in the activities booked. Footwear should be appropriate so as not to damage other Persons or the facility.
- All users must follow the Health and Safety guidelines of Lymm High School Leisure Centre. The Centre shall not be liable for any accident or injury sustained by any persons on the premises or for any damage, to or loss of property of such persons, and the hirer shall indemnify the Leisure Centre against all costs, claims and demand in respect of any such accident, injury or loss, arising from the use of the premises.
- On occasions, Lymm High School may be required to cancel the facilities booked with no notice given due to unforeseen Circumstances. Part or full refunds may be given.
- No photography, video cameras or other media storage devices may be used without the prior written consent of the Leader of Leisure, Recreation and Community or his appointed persons.
- Lymm High School Leisure Centre provides a no-smoking environment in all its facilities.
- Alcohol is not permitted.
- For your records, please retain all e-mails / forms relating to this booking request for future reference.
- Please do not store bags, clothing or other items likely to cause a health and safety concern on any playing areas.
- A responsible adult must supervise all customers under the age of 16.

Lymm High School Leisure Centre is a data controller and is registered with the information Commissioner's Office as required under the Data Protection Act 1998. Lymm Leisure Centre requires this information for customer /client administration purposes. The Centre will only process your personal data in accordance with the Centre's registration and current data protection legislation and is for internal Leisure Centre use only; your information will NOT be given to anyone else.

Lymm High School Leisure Centre may contact you in the future for promotional reasons. If you do not wish to receive any further communication, apart from for this booking enquiry, please tick here:

I confirm that I have read and agreed to adhere to the terms and conditions set out above and that I have read and understood the centres NOP and EAP and agree to abide by them.

Hirer (Print Name) .....Signed .....  
 (On behalf of school/club/organisation)

Date .....