

## OUTWOOD GRANGE ACADEMY

POTOVENS LANE, OUTWOOD, WAKEFIELD WF1 2PF Tel: 01924 204350 EXT 293

E Mail: Lettings@grange.outwood.com

### Application for Block Booking Hire

Please complete all sections and return to the Lettings Officer.

<b>Name of Club/Organisation</b>			
<b>Team name</b> *if applicable			
<b>Name of Hirer</b>			
<b>Address</b>			
<b>Name &amp; Address for Invoices</b> *if different from above			
<b>Contact Numbers (Office &amp; Coach/Teacher)</b>			
<b>Email Address</b>			
<b>Facility Required</b>			
<b>Sport/Activity</b>			
<b>Changing Facilities required?</b>			
<b>Day</b>			
<b>Start Date</b>		<b>Finish Date</b>	
<b>Start Time</b>		<b>Finish Time</b>	
<i>*Please note: The time you have booked includes setting up and putting away. You must vacate the area with your equipment by the end of your booking time. Additional charges will be incurred if your activity finishes late.</i>			
<b>Number of Participants</b>			
<b>Participants Age Range (If Juniors under 18)</b>			

**\*Payments** - Invoices for lettings hire are to be settled prior to the hire and by BACS transfer.

**Office Use Only**

Area/ Facility	Day/Time Required		Hourly Hire Charge £
	Day:		
	FROM	TO	
Total weekly charge			
Number of weeks booked			
Total to invoice			
		Yes	Comments
Copy Of Signed Contract received & checked			
Declaration of DBS information form received			
First Aid Certificate received - if applicable			
Copy of EAP/ Risk assessment received			
Liability insurance certificate/signed Health & safety policy recieved			
Confirmation email sent			
Induction carried out			
Lettings Pack Sent Including: *Health & Safety, Fire & Emergency Procedures *Map & Directions			
Notes			
<b>Signed Off By</b>		<b>Date</b>	