**STOCKSBRIDGE COMMUNITY LEISURE CENTRE**

**MOORLAND DRIVE**
**STOCKSBRIDGE**

**SHEFFIELD S36 1EG
Tel: 0114 2883792**
 **BOOKING APPLICATION FORM**

Please complete this form as fully as possible

Do your require lifeguards?

|  |  |
| --- | --- |
| Name of Club/Group  |  |
| Main correspondence and invoicing address: |  |
| Secretary/Official contact: |  |
| Contact details: | Telephone: |  |
|  | Mobile: |  |
|  | Email: |  |
| **Please outline in the section below, exact details of the facilities you require, to include;*** Facility you wish to hire:
* Activity taking place:
* Start Date:
* Finish Date:
* Days required:
* Start time of all sessions:
* Finish time of all sessions:
* Estimated numbers attending each session:
* Age range (if under 16yrs):
 |
| Indicate here, any other requests or any relevant information we need to be aware of - (e.g. number of bowling lanes required, number of badminton courts needed);YES/NO |
| If this group requires fully qualified coaches/instructors, are you providing these? | YES / NO |
| If yes, name all attending with their relevant qualifications (you will be required to supply photocopies of qualifications as evidence at the next stage of the booking process) |
| If the group includes children under 16, have all the supervising coaches been DBC checked? - if so, you will need to supply a copy for validation at the next stage of the booking process)  | YES / NO |
| Do you have qualified First Aiders in attendance, if yes, name them (you will need to supply a copy of their certificate for validation at the next stage of the booking process)  | YES / NO |
| Would your First Aiders be willing to act as First Aiders for other groups in the Centre during your session? | YES / NO |
| Does your club/group/organisation have your own insurance cover for personal accidents? - if so, you will need to supply a copy for validation at the next stage of the booking process)  | YES / NO |
| Do you have any special access requirement (*e.g. disabled access*)? | YES / NO |
| Do you have any special equipment requirements? | YES / NO |
| Do you need access to changing room facilities and showers? | YES / NO |
| PLEASE NOTE* A copy of our full Terms & Conditions and Scale of Charges are enclosed. Please read these and ensure you understand your responsibilities and in particular, the cancellations procedure.
* The changing rooms if used must be left clean and tidy.
* Any damage attributed to the hirers / users will be chargeable.
* There is to be NO SMOKING and NO ALCOHOL consumed in the building.
 |
| Signature of Club official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |

**NOW RETURN THIS FORM TO:**

The Booking Office

Stocksbridge Community Leisure Centre

Moorland Drive,

Stocksbridge, Sheffield S36 1EG

**We aim to contact you as soon as possible to confirm if we can accommodate your requirements and provide a quote.**

**Please note completion of this form does not guarantee your booking. A confirmation will be sent to you if your requirements are available.**