



Queen Elizabeth Community Sports Facilities Clubs / Groups Booking Form



1) Main club contact:

Name: _____ Address: _____

Phone: _____ Mobile: _____ Email: _____

2) Treasurer (for invoices):

Name: _____ Address: _____

Phone: _____ Email: _____

3) Booking request:

Day of the week:	Dates		Times	
_____	From	To	From	To
_____	_____	_____	_____	_____

Total number of members in the specified sporting club or group:

4) Space required (tick one):

- Sports Hall: Whole hall Whole MUGA Netball court
 Half hall (2 courts) Half MUGA
 1 court

Equipment required (please specify):

5) Please complete this section if your sessions include children under 16.

Please list all coaches/volunteers who will be involved in coaching sessions, and their qualifications*:

*Trained Child Protection reps: _____

(*please provide copies of enhanced CRB disclosures for each named person, and copies of coaching certificates where appropriate, or a signed statement from the club that these are held).



Queen Elizabeth Community Sports Facilities Clubs / Groups Booking Form



6) All clubs must complete this section – adults and children.

*Trained first aiders: _____

(*please provide copies of training certificates for each person listed, or a signed statement from the club that these are held).

I apply for use of the accommodation and facilities stated and if my application is approved, I will pay the charges due and comply with the enclosed Queen Elizabeth Community Sports Facilities Terms and Conditions of Hire, which I have read and understand. I have attained the age of 18.

Signature of applicant

PRINT NAME

Charges 2014/15 (per 55 minutes)

Rates*
VAT

Standard Rates
Incl VAT Ex VAT Concessionary
Incl VAT Ex

Sports Hall:	Whole Hall (4 Courts)	£31.50	£26.25	£25.20	£21.00
	Half Hall (2 Courts)	£15.75	£13.12	£12.60	£10.50
	1 Court	£7.90	£6.85	£ 6.30	£ 5.25
Outside areas:	Whole MUGA	£26.25	£21.87		
	Half MUGA	£13.25	£11.04		
	Netball court	£13.25	£11.04		

* Where concessionary rates are offered to local clubs and community groups (over 6 persons) who are made up of over 65% of users that are: Over 60 years, Under 16 years, those with a disability.

VAT Exemption - To qualify for VAT exemption the following conditions must be met:

1. Bookings must consist of 10 or more sessions.
2. Each session is for the same sport or activity.
3. Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.
4. The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied; however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.
5. The sessions are to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
6. The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
7. The person to whom the facilities are let has exclusive use of them during the sessions.