

TDMS BOOKING NUMBER

WORCESTERSHIRE COUNTY COUNCIL

VAT reg. No. GB705 6721 42

APPLICATION FOR HIRE OF FACILITIES AT:

THE DE MONTFORT SCHOOL

FOUR POOLS ROAD, EVESHAM, WORCESTERSHIRE, WR11 1DQ

A	Nature of Organisation/Hirer	
	Applicant responsible for payment:	2 nd Applicant responsible for Organisation/Hirer:
	Name:	Position in Organisation:
	Address:	Name:
 Post code:	Telephone:.....
	Telephone:	e-Mail:.....
	e-Mail:	Signature:

B	Purpose of use:
	Day(s) and Date(s) required:
	Time(s) required: From: To:
	Booking Type: (please circle) ANNUAL BLOCK ONE OFF
	Estimated numbers attending:.....

School and hirer to exchange on acceptance of booking:		
Conditions of Hiring Facilities	<input type="checkbox"/>	
Use of Facilities Guidelines	<input type="checkbox"/>	
Health and Safety Procedures	<input type="checkbox"/>	
Affiliation Number / Certificate	<input type="checkbox"/>	
Finance:	£	p
Rate Charged:		
No's of Hours:		
Insurance:		
TOTAL (excl V.A.T)		
V.A.T (if applicable)		
DEPOSIT (refundable)		
TOTAL PAYABLE		
Approval of hiring.....		
(Sports Centre Manager)		
Date:.....		

C	List precise facilities required (rooms, pitches, etc)	
	Mini Astro Pitch <input type="checkbox"/>	} Tick as appropriate
	Astro Pitch <input type="checkbox"/>	
	Sports Hall <input type="checkbox"/>	
	Dance or Drama Studio <input type="checkbox"/>	
	Boys Gym <input type="checkbox"/>	
	Field <input type="checkbox"/>	
	Large or Small Hall <input type="checkbox"/>	

D	Declaration
	I confirm that the organisation/hirer has Public Liability insurance cover with.....(Name of insurer) Policy number.....Expiry date:..... Limit of indemnity.....
	I wish the County Council to arrange Public Liability cover and I will pay the premium of 10% of the hiring fee (minimum £2.00 per event) (Delete whichever not applicable)
	I undertake to pay the appropriate hiring charges (including any charges arising from use additional to that specified above), to observe and be bound by the Conditions of Hiring/Health and Safety and to indemnify the County Council against any claims for loss or damage or personal injury or any associated costs arising from this agreement.
	Applicant's Print Name: Signature: Date:

Payment to be made within 28 days of invoice date to "Worcestershire County Council"
Bookings must be paid for unless **3 days** notice is given of cancellation and **confirmed in writing**
The De Montfort School reserve the right to refuse or cancel bookings

GDPR

The personal data supplied by you to the Sportscentre is used for the purpose of contacting your club / group. This data is held electronically for the purpose of making a diary entry for your booking which produces a statement of use for invoicing purposes.
Your data is shared with our landlords Worcestershire County Council solely for the purposes of producing your invoice. These records, as they are financial, are kept secure for 7 years after the hire of our facilities has taken place. Should your use of hiring our facilities end you should put this in writing so your account we hold electronically can have the telephone and email address removed when all debts have been cleared.
The entire TDMS GDPR policy can be found by visiting our website www.tdms.worcs.sch.uk/policies

Community Use – Safeguarding Monitoring

Do you Supervise Children (Up to the age of 18 years)? YES / NO

If 'YES' please answer the questions below:

Designated Safeguarding Officer Name: Telephone:

Provided copy of club Safeguarding policy? YES or NO Date Received:

Date of DBS: DBS Number:..... Date last Safeguarding training undertaken:

Other Members of your organisation / club trained in Safeguarding:

Team Members Name: Telephone:

Date of DBS: DBS Number: Signature:

Team Members Name: Telephone:

Date of DBS: DBS Number: Signature:

Team Members Name: Telephone:

Date of DBS: DBS Number: Signature:

Team Members Name: Telephone:

Date of DBS: DBS Number: Signature:

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