## Application for Hire of Academy Premises

**Hire of Academy Premise Form**

**Section 1**

**Applicants Details**

|  |  |
| --- | --- |
| Name |  |
| Company Name |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |

**Lettings Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Booking Date |  | | |
| Booking Time |  | | |
| Anticipated number of attendees |  | | |
| Do you wish to make multiple bookings? | | Yes | No |
| **If you would like to make multiple bookings for the same facility but on different dates please also complete Section 3** | | | |
| Please describe the Purpose for which you wish to use the facility: | | | |

**Section 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SPORTS FACILITIES** | **HOURLY RATES**  **PEAK** | | **NUMBER OF HOURS** | **TOTAL COST** |
| Outdoor Pitch (Quarter Pitch)  Monday to Friday 1 hour | £49.00 | |  |  |
| Outdoor Pitch (Quarter Pitch)  Block booked 1 hour | £40.60 | |  |  |
| Outdoor Pitch (Full Pitch Match) 2 hour | £80.00 | |  |  |
| Outdoor Pitch (Full pitch match)  Block booked 2 hour  (block booked clubs could qualify for Vat exemption conditions apply) | £70.00 | |  |  |
| **PERFORMING ARTS** | | | | |
| Dance Studio – Sprung Floor | £26.00 |  | |  |
| **ALL CHARGES ARE EXCLUSIVE OF VAT** | | | | |
| **Total cost for booking** | | | |  |
| **Please list other dates in Section 3-**  **Number of days you require this booking** | | | |  |
| **TOTAL COST (Excluding VAT)** | | | | **£** |
| **VAT @ 20%** | | | | **£** |
| **Concessions – Only applicable to peak rates CONCESSIONS MUST BE AGREED PRIOR TO PAYMENT** | | **APPLICABLE** | | **DISCOUNT** |
| Any affiliation to the Academy | 50% |  | |  |
| Member of Staff | 50% |  | |  |
| Academy Family Activities | Free |  | |  |
| 10 Week Block Bookings | VAT Not Applicable |  | |  |
| Multiple Bookings | Agreed Discretionary Discount | | |  |
| **TOTAL COST** | | | | **£** |

**Section 3**

Any additional dates -

**Section 4**

Any long term bookings will be invoiced.

For short term bookings Payments must be made in advance as soon as confirmation of your booking has been sent.

Details of Payment Options to follow.

|  |  |
| --- | --- |
| **DATES** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Total fee payable:

|  |
| --- |
| £ |

**Section 5**

DECLARATION AND SIGN

In consideration of this application being granted, I agree to pay the Academy on demand, hiring fees in accordance with the Schedule of Charges and Conditions for Hire of Academy premises, a copy of which has been supplied to me, and I undertake to comply with such regulations.

I confirm that I am over the age of 18 years old and also certify that all adults working with children and vulnerable adults have had the necessary DBS checks and all insurance and coaching certificates are in place.

|  |  |
| --- | --- |
| Print Name |  |
| Signature |  |
| Date |  |

**Section 6** – **FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Booking Reference Number |  |