

## Appendix B - 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
<b>If you would like to make multiple bookings for the same facility but on different dates please also complete Section 3</b>		
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		
Badminton Court	£10.00		
Indoor 5-a-side (Large side)	£48.50		
Indoor 5-a-side (Normal side)	£45.00		
<b>PERFORMING ARTS</b>			

Dance Studio – Sprung Floor	£26.00		
Hardwicke Theatre (fixed seating for 186)	Price on Request		
<b>DELEGATES - CATERING</b>	<b>COST PER DELEGATE</b>	<b>TOTAL NUMBER OF DELEGATES</b>	<b>TOTAL COST</b>
Per Delegate Cost – Catering	Price on Request		
<b>ALL CHARGES ARE EXCLUSIVE OF VAT</b>			
<b>Total cost for booking</b>			
<b>Please list other dates in Section 3- Number of days you require this booking</b>			
<b>TOTAL COST (Excluding VAT)</b>			<b>£</b>
<b>VAT @ 20%</b>			<b>£</b>
<b>Concessions – Only applicable to peak rates CONCESSIONS MUST BE AGREED PRIOR TO PAYMENT</b>		<b>APPLICABLE</b>	<b>DISCOUNT</b>
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		
<b>TOTAL COST</b>			<b>£</b>

### Section 3

ADDITIONAL DATES:

**Section 4**

PAYMENT OPTIONS

<b>DATES</b>	

Total fee payable:

£
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**Payment to be made via bank transfer – details located on invoice.**

**If you would like to pay in instalments, please contact the Academy to discuss this option.**

**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	
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