



The Thomas Hardy School Facility Booking and Hire Form

Name of Group / Club				
Name of Contact				
Address				
Postcode				
Telephone number(s)	Day		Evening	
Email Address				
Name of Second Contact (must be different than above)				
Address				
Postcode				
Telephone number(s)	Day		Evening	
Email Address				

Facility / Area required				
Purpose for facility use				
Booking Dates	Start			
	End			
Booking Time	Start		Finish	

PTO

Please state any additional service/equipment you may require		
Approx. number of users per session:	Adults	
Approx. number of users per session:	Juniors (U18)	
Is your Club affiliated to a National Governing Body?	Yes / No	
If yes, please state Affiliated Body		
Please quote Affiliation Number		

Agreed Method of Payment for Hire of Facilities	
Cash / Cheque on date of booking	Y / N
Invoice to be issued and paid within agreed credit terms	Termly / Monthly

For Junior Club bookings please complete the additional information below:			
In accordance with legal requirements for adequate supervision, the following members are nominated as supervisors and will be present during the hired periods:			
Name		Name	
Position		Position	
Qualification		Qualification	
Has the group leader attended appropriate Child Protection Training	Yes / No		

Please note the school does not provide first aid cover for those hiring facilities only.

I/we agree to be bound by the regulations and conditions of hire, by the scale of charges applicable and payment terms and agree that the delivery of the confirmation of the booking shall be the binding acceptance of this application.			
Signed		Date	
This booking is not confirmed until this form has been completed and given to the School. Full confirmation will then be given accordingly.			

NB: The Thomas Hardy School reserves the right to cancel any of the above bookings at any time

For Office use only: Hire fee per hour/session	£
The Thomas Hardy School Queens Avenue Dorchester DT1 2ET Site Manager Kevin White e-mail: kwhite@thomas-hardye.net Phone: 01305 266064 Ex 119, Website: www.thomas-hardye.net	

