

Barking Abbey School - Sports Venue Hire Application

Artificial Pitch Only

Please complete the form and return it as soon as possible to:

Lettings@barkingabbeysschool.co.uk or alternatively Adam Towse, Barking Abbey School, Sandringham Road, Barking, Essex IG11 9AG Fax: 02082706886 or contact Tel 0203 967 7034 for any queries.

Please note application on this form does not constitute a definite booking. If your event can be accommodated a booking confirmatill be e-mailed to you (or posted if e-mail details have not been provided).

Name of Venue Required	
Purpose / Type of Event	
Pitch Area Required	QUARTER/HALF/FULL (please delete as necessary)

SINGLE BOOKING/MATCH HIRE	Day & Date	Time

BLOCK BOOKING	Start Date	End Date	Day(s) & Time(s)
	Dates not required		Dates not available

Additional on site Requirements			
Expected Participants	Under 8's	9-15 Years	16 Years +
Will Tuition/Instruction be given	YES / NO	If yes, you MUST submit copies of coaching qualifications and insurance certificates at the time of application.	
Will you be charging participants	YES / NO	If Yes, Please give details	
Charter Standard Club?	YES / NO	Level and Date of Award	
		Please enclose certificate	

Name of Organisation / Club / Hire		
	Contact One	Contact Two
Contact Name		
Address		
Postcode		
Contact Tel		
Email		

Should my application be successful and event booking confirmed I agree, on behalf of the group, that we will abide by the conditions of hire.

Sign		Print		Date	
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Payment Options

Invoiced in advance

Please note payment must be invoiced in advance of booking and in blocks of 10 weeks or more.

OFFICE USE ONLY

	Sign	Print	Date
Application Received	Sports Bookings		
Date Request Emailed to Site	Sports Bookings		
Date Received back from Site	Sports Bookings		
Unsuccessful Letter Sent Via Email / Post	Sports Bookings		
Event approved by Football Development Officer			
Event entered into BASBS			
Invoiced Booking – Invoices Generated			
Confirmation Letter Sent Via Email / Post			
Notes			

Account No.		Booking Ref.	
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Group Allocation	VAT Exempt	VAT Standard Rate	
Adult			
Concession (Junior / A2L/ Student)			
Development (Enhanced Club CAP)			
Community Commercial (2 x standard)			
Commercial (3 x standard)			
Free let (With Explanation)			
Payment Dates			
Date	Total Payable	Date	Total Payable
/ /		/ /	
/ /		/ /	
/ /		/ /	
/ /		/ /	
/ /		/ /	

Qualifications Checked	YES / NO
Insurance Checked	YES / NO
Club CAP	YES / NO
Standard	
Enhanced	

Loyalty Discount (if applicable)		
0-12 Weeks	0%	
13-26 Weeks	5%	
27-39 Weeks	10%	
40-52 Weeks	15%	

Costing Calculations

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Conditions of Hire

Applications

1. Application for the use of the Artificial Turf Pitch (ATP) must be made on the appropriate application form at least 21 days in advance of proposed event.
2. Applicants will be advised in writing by post or e-mail whether their application is successful or unsuccessful. Applications confirmed as successful will be considered to be firm bookings and the relevant payment will be due whether the booking is used or not unless written notice of cancellation is received by the Bookings officer at least 7 days in advance of the booking.
3. It should be noted that applicants will be required to demonstrate eligibility for any concessionary rates.
4. All set up/dismantle time required will be included within the allocated booking and included in the charge.

Health and Safety

1. Before a lease is offered the potential lessee must give sufficient information about their activity to ensure that the activity is suitable for the proposed venue.
2. If the lessee is providing a coaching, teaching or instruction service then copies of relevant qualifications and personal indemnity and public liability insurance must be provided. These must meet the requirements of relevant governing bodies for the activity.
3. Persons hiring the ATP will be responsible for the activities undertaken with respect to health and safety upon the premises. This includes the provision of adequate supervision and the relaying and implementation of those emergency procedures to and by their group while on the premises. It is the responsibility of the lessee to ensure that, the ratio of participants in any activity to leaders / carers meet any current guidelines covering that activity. Groups must be met at the establishment entrance by the group leader and accompanied to the relevant leased area.
In order for us to maintain accurate records of venue usage it is vital that on the day of your booking all members of your group are registered.
The group leader is responsible for ensuring that group members access only those areas included in the lease.
4. Information and guidance on local arrangements will be available from the duty manager coupled with the provision of in-situ relevant notices and signage.
5. First Aid provision will be the responsibility of the Hirer

Equipment & Facilities

1. All electrical equipment brought onto and used upon the premises by Hirers must have a valid PAT test date, and must be suitable for the environment within which it is to be used.
2. No electrical equipment is permitted on the ATP unless specifically designed for use on ATP areas and is suitably protected against water ingress.
3. Equipment provided for bookings may include sporting equipment such as goals. Items such as balls (must be suitable for ATP use); the lessee must provide bibs, cones etc..

4. Care of ATP:
 - No blades of any description.
 - No shoes with removable or metal studs.
 - Shoes with moulded studs are permitted.
 - All footwear should be clean and in good condition.
 - No smoking.
 - No chewing gum.
 - No food or drinks other than water.
5. Use of Barking Abbey School equipment is authorised on the basis that only competent and authorised persons are allowed to use it. Charges will be incurred for the replacement or repair of any equipment, fixtures, fittings or building fabric due to misuse. Barking Abbey School reserves the right to withdraw permission to use any equipment should reports be received that due care is not being exercised by the organisation concerned.
6. All provided equipment must be used for the purpose for which it has been designed. All defects or damage must be reported immediately to the on-site caretaker and followed up with an email to the bookings office.
7. Unauthorised use or misuse of equipment may result in the termination of the booking.
8. It shall be within the discretion of Barking Abbey School
 - a) To transfer bookings from one pitch to another if, circumstances should justify this, and subject to appropriate notice of the proposed change being given to the intending lessees;
 - b) To refuse occupancy or to terminate any booking without notice, and without assigning any reasons, in any case where, such action is deemed necessary.
 - c) To reserve the right of entry to its premises at all times for their officers or representatives.

SMOKING IN SPORTS VENUES

No smoking is permitted on any Barking Abbey School sports venues or grounds.