**Booking Form - Recreation Ground/North Street Playing Fields**

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| **Event details** |
| Name of organisation |  |
| Proposed activity/event |  |
| Area/s required | Recreation Ground Front Field |  | Recreation Ground Back Field |  |
| Pavilion Toilets & Changing Rooms |  | North Street Playing Fields |  |
| If you require a football pitch, please tick which size | 11-a-side |  | 9-a-side |  | 7-a-side |  |
| Proposed dates(if booking for a season please advise dates for the season) | Start Date |  |
| End Date |  |
| Frequency (one off, daily, weekly, fortnightly, monthly, other) |  |
| Proposed times of event – please note that start and finish time is your booking time if you require time to set up or de rig equipment you must include this in your booking time. *(please provide further details, set up requirements or requests for additional equipment if applicable)* | Start Time |  |
| Finish Time  |  |
| Further details |
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| **Main contact details** |
| Name |  |
| Role (within the organisation)  |  |
| Contact Number  |  |
| Email  |  |
| Address |  |

Please return this completed form to bookings@thealeparishcouncil.gov.uk If we are able to accommodate your request you will receive a confirmation email and invoice from us shortly.

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| **Confirmation** |
| In signing below, I agree to the following:1. I have read and accepted the hire conditions.
2. I have attached copies of the following documents:
	1. hirer’s Public Liability Indemnity Insurance cover (specifying details of cover for the event/activity)
	2. copy of event/activity risk assessment
	3. copies of any relevant licences (e.g. TENS).

The following conditions have been met and are detailed in the activity/event risk assessment where applicable:1. I will ensure that **ALL** areas are securely locked/padlocked when not in immediate use and take full responsibility for the safekeeping of any keys lent.
2. I will adhere to the rules on the signage located on the recreation ground, north street, play park & multi use sports area.
3. I will ensure Theale Parish Council is reimbursed for any costs which may be incurred in repairing any damage caused by the hirers or their visitors to the grounds, including all surface areas.
4. I understand that Theale Parish Council reserve the right to cancel the event subject to adverse weather conditions.
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| Signed*(Hirer)* |  | Date |  |
| Signed*(on behalf of Theale Parish Council)* |  | Date |  |

Please note that all documentation and payments ***must*** be received by Theale Parish Council prior to the booking taking place.

*For office use only*

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| Date booking form received with Theale Parish Council |  | Cost per session/week(if applicable) |  |
| Date event/booking was confirmed with hirer |  | Total cost of booking |  |
| Date the booking was entered onto the calendar/system  |  | Payment method |  |
| Name of staff working the event (if applicable) |  | Payment Date |  |