**FACILITY BOOKING FORM**

Please complete all of the details below and send to Rob.Smith@hertfordshirefa.com

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| **CONTACT DETAILS** |
| **Full Name** |  |
| **Club / Organisation** |  |
| **Postal Address** |  |
| **Contact Number(s)** |  |
| **Email** |  |
| **FACILITY REQUIREMENTS** |
| **Date(s)** |  |
| **Start Time (available 30mins prior)**  |  |
| **End Time** |  |
| **Number of Attendees** |  |
| **Office****1 – Seats 8****2 – Seats 14****3 – Seats 8** | Meeting Room 1 | **Tick** | **Seating layout?** |
|  |  |
| Meeting Room 2 |  |  |
| Meeting Room 3 |  |  |
| Boardroom |  |  |
| **Community Football Centre (CFC)** | Changing Room(s) |  |  |
| Function Room |  |  |
| **Pitch** | Full Size |  | **Additional comments** |
| Half Size |  |
| Quarter |  |
| **Equipment** | Flip ChartsProjector |  |
|  |
| **Catering** | YesNo |  |
|  |
| **Tea/Coffee****£1 pp in HQ or £2.50 pp in CFC****(CFC serves Barista Coffee)** | YesNo |  |
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| **DOCUMENTATION & PAYMENT** |
| The following documents must be held by all hirers, and produced upon request if hiring the pitch or bringing your own equipment. By signing this agreement, I confirm that all are up to date and in possession of the hirer, and where relevant by all staff and personnel:* **Public Liability Insurance**
* **Safeguarding Children policy (if activity involves U18)**
* **CRC / DBS check (if activity involves U18)**
* **Appropriate coaching qualification (if activity involves U18)**
* **Any electrical appliances are PAT tested**
* **Signed copy of this agreement to confirm the booking**
 |
| Name |  | Signature |  | Date |  |
| I hereby apply for the use of the facilities stated in accordance with the terms and conditions of hire. I undertake to ensure that the charges are paid when required and the conditions of hire are properly observed. |
| **OFFICE USE ONLY** |
| Price confirmation *(All prices exclude VAT)* | £ | Booking confirmation sent |  |