**FACILITY BOOKING FORM**

Please complete all of the details below and send to [Rob.Smith@hertfordshirefa.com](mailto:Rob.Smith@hertfordshirefa.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Charts  Projector |  |
|  |
| **Catering** | | Yes  No |  |
|  |
| **Tea/Coffee**  **£1 pp in HQ or £2.50 pp in CFC**  **(CFC serves Barista Coffee)** | | Yes  No |  |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  | |