



# Excelsior Academy Facilities Booking Request Form

Your Contact Details:	
Name of organisation:	Name of event organiser ( <i>this person MUST remain on site for the duration of the event</i> ):
Telephone Number:	Land-line:
	Mobile:
E-Mail:	
Address:	Billing Contact Name, Address and Postcode: <i>(if different)</i>
Postcode:	

## Your Hire Request:

		Dates		Times		No of Sessions
Day	Month	From	To	From	To	Total

Purpose for which the facilities will be used (all proposed activities must be fully stated):	
What charges (if any) will be made for admission to the proposed event?	
Maximum number of attendees (total):	Of whom, how many are under 18 years of age?
Names/Qualification of Instructors/Coaches: <i>(if applicable)</i>	Does your booking require an Entertainment License?  Yes      No
I certify that all adults working with children or vulnerable adults have had the necessary DBS checks as per the certificate numbers provided below:	
Name	DBS Certificate Number



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Please advise us of any catering requirements: *(if applicable)*

Details of any external suppliers that you wish to use: *(if applicable)*

Please give detail of any equipment that you need to bring in:

Please confirm that you have Public Liability Insurance:

Yes      No

*(if no, additional charges may apply)*

Do you require use of any equipment (E.g. IT/tables/chairs/etc.)?

*(charges may apply)*

#### Declaration

I hereby make application for the use of Excelsior Academy facilities. I confirm that the information provided in this form is both accurate and complete, and that I accept at 'Conditions of Hire'

I confirm that I understand I am responsible for providing first aid cover for my event/during the period of hire.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_



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This page will be completed by Excelsior Academy staff.

Booking Requirements					
Room/Facility	Dates		Times		£ (P/h)
	From	To	From	To	

Lettings agreed on behalf of Excelsior Academy:

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Lettings Checklist	
Academy Calendar checked?	
Booking System updated?	
Facilities Team informed?	
Induction completed?	
Liability insurance (if applicable)	
Equipment charge (if applicable)	
Catering Team/IT Team informed?	
Vat charges checked?	

Additional requests:				
Room/Facility	Date	Times		Approved by
		From	To	

Booking notes/additional information