

Castle Park Leisure Centre
1 Killypaddy Road, Lisoneill,
Lisnaskea, Co Fermanagh BT92 0JJ

BLOCK BOOKING APPLICATION FORM

NAME OF ORGANISATION/CLUB _____

ORGANISER-NAME & ADDRESS _____

EMAIL _____ TELEPHONE _____ MOB _____

ACTIVITY _____

Please Complete Full List Of Days, Dates, Times And Facility Required

Day of Week	Start Date:	End Date:	Time:	FACILITY REQUIRED	Cost £	Office Use Only

Please Complete Full List Of Days & Dates, Times, Facility Is Not Required

Day of Week	Start Date:	End Date:	Time:	FACILITY REQUIRED	Cost £	Office Use Only

CLUB BOOKING INFORMATION

1. Is your Club affiliated to a Governing Sports Body? YES/NO

If YES, please provide contact details:

2. If you are affiliated please attach a copy of your Club Constitution. Attached

3. If you are a **Coach/Instructor/Manage** an **U18 team/individuals** please attach a copy of your Child Protection Policy Attached

4. Please attach a copy of your Club insurance Attached

5. Please provide names and addresses of Club office bearers:

<hr/> <p>(Club Chairman)</p> <hr/>	<hr/> <p>(Club Treasurer)</p> <hr/>	<hr/> <p>(Club Secretary)</p> <hr/>
<hr/> <p>Address</p> <hr/>	<hr/> <p>Address</p> <hr/>	<hr/> <p>Address</p> <hr/>
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<hr/> <p>Email</p> <hr/>	<hr/> <p>Email</p> <hr/>	<hr/> <p>Email</p> <hr/>
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<hr/> <p>Telephone</p> <hr/>	<hr/> <p>Telephone</p> <hr/>	<hr/> <p>Telephone</p> <hr/>

6. Please provide names and addresses of all coaches who will coach/instruct/assist U18s on the Council's premises (continue on to separate sheet if necessary). **Please enclose copies of coaching qualifications and Child Protection Training.**

<hr/> <p>Coach Name</p> <hr/>	<hr/> <p>Coach Name</p> <hr/>	<hr/> <p>Coach Name</p> <hr/>
<hr/> <p>Address</p> <hr/>	<hr/> <p>Address</p> <hr/>	<hr/> <p>Address</p> <hr/>
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<hr/> <p>Telephone</p> <hr/>	<hr/> <p>Telephone</p> <hr/>	<hr/> <p>Telephone</p> <hr/>

Qualification Attached Qualifications Attached Qualifications Attached

Do you require CREDIT facilities? (Monthly Invoicing) Yes /No

If **Yes**, please give details of person who will be responsible for the payment of the Account:

Name

Address

Telephone

Mobile

Email address

INFORMATION ON APPLICATIONS FOR CREDIT FACILITIES:

Requests for credit may be accepted on the understanding that a monthly VAT Invoice will be prepared on the basis of the original booking.

Credit Terms are strictly 30 days – if payment in full is not received within 30 days, all credit facilities will cease immediately.

Fermanagh and Omagh District Council reserves the right to cancel bookings at their discretion and will attempt to offer reasonable notification to all bookings in this event.

IN RELATIONSHIP TO YOUR BOOKING WE NOW REQUIRE 2 EMAIL ADDRESSES FOR CONTACT PURPOSES.

EMAIL _____

EMAIL _____

DECLARATION

I hereby apply for the use of the facilities which I have previously detailed. I understand this proposed booking is subject to approval and if successful, confirmation details will be forwarded to the address supplied. I have read and understood all the Conditions of Hire outlined below and wish to proceed with my booking on this basis. I acknowledge the Fermanagh and Omagh District Council Scale of Charges, Booking Conditions and Child Protection Policy (if relevant) and agree to be bound by same.

Signed: _____
(Hirer's Signature)

Date: ____/____/____

CONDITIONS OF HIRE FOR ALL CASTLE PARK LEISURE CENTRE FACILITIES

1. **Full payment must be received before the booking commences with the exception of prearranged credit facilities.**
2. Block Booking Period applies from
3. Cancellation Policy - Individual bookings cannot be cancelled, once booked they must be paid for. 48 hrs notice is required to cancel the entire booking. Cancellation requires personal attendance to the Centre and the completion of the termination of booking documentation signed by the Club/Organisation's Officer taking this action.
4. Due to demands for Block Booking it is unfortunate that we cannot guarantee that all requests will be accommodated. Every effort will be made to allocate bookings fairly and amicably.
5. The use of photographic equipment of any kind including digital imaging mobile phones is strictly prohibited, without prior authorisation from the Duty Officer on duty, please ask at reception.
6. For customer protection, CCTV is in operation in various locations both inside and outside Castle Park Leisure Centre.
7. Smoking and/or the use of Alcohol is not permitted at this Leisure Centre, our playing fields and surrounding areas.
8. Data Protection: Under the Data Protection Act, Fermanagh and Omagh District Council has a legal duty to protect any information we collect about you. The information you give us will not be passed on to any 3rd parties unless law or regulations compel such disclosure or unless we have been specifically asked to do so in order to deliver a service which you have requested.
9. All clubs who **coach/instruct/manage U18s** must comply with their organisation's Child Protection Policy as well as the Fermanagh District Council's Child Protection Policy. Copies of the FODC Child Protection Policy are available on request from Castle Park Leisure Centre Reception.
10. No-one under the age of 18 years can make a Block Booking for any facility at Castle Park Leisure Centre.
11. Hire of the facilities are for the allocated times and for the facilities detailed on your Block Booking Form, any deviation will be chargeable without exception.
12. Liability for damages to any of Fermanagh and Omagh District Council facilities and/or equipment is the responsibility of the Bookee and could jeopardise future use of the facilities.
13. In the event of an accident, the matter should be referred immediately to Council Staff. All accident details should be reported to Fermanagh & Omagh District Council, date and time of accident, name and address of casualty, nature of injury sustained, cause of accident, names and addresses of all witnesses to accident and whether or not the injury required hospital treatment.
14. Failure to pay for the use of the facilities within the agreed time scale will jeopardise your Block Booking.

15. Any person or persons associated with this Block Booking is expected to treat Staff and fellow customers with respect. The use of abusive language or behaviour will not be tolerated.
16. It is the responsibility of the Bookee to ensure that all rubbish is disposed of in the rubbish bins provided.

Synthetic Turf Pitches and Grass Pitch

17. Please note all bookings after the time changes for winter will be charged for lights regardless if stated on booking form.
18. Please note that if the Centre is closed at the start or end of your booking period changing facilities may not be available.
19. Matches on the Synthetic Turf Pitches are for a maximum of 2 hours, Payment must be paid in advance.
20. No steel studs are allowed at any time on the 3G/4G Synthetic Turf Pitch.
21. Hire includes allocated pitches and posts only, no nets or corner/Gaelic flags supplied.
22. The entrance to and from all outdoor facilities is by the back door.

Please ensure all sections of this form are completed and forwarded to:
 Damian Maguire, Centre Manager, Castle Park Leisure Centre, 1 Killypaddy Road,
 Lisoneill, Lisnaskea , BT92 0JJ

Completed application forms will be accepted at the Castle Park Leisure Centre from the date and time which will be advertised.

Hirer's Checklist:			
Club Constitution Attached:	YES / NO	Club Child Protection Policy Attached:	YES / NO
Public Liability Insurance Attached:	YES / NO	Coaching Qualifications Attached:	YES / NO
Evidence of Child Protection attached:	YES / NO	Evidence of Insurance attached:	YES / NO
2 email addresses YES/NO			

OFFICE USE ONLY:

Date Application Received: _____/_____/_____

Declaration Signed YES/NO

Conditions of Hire given to Hirer: YES/NO

VAT exempt Status Confirmed: YES / NO

Approved by Manager _____ / _____ / _____
Signed Dated

Confirmation Letter sent on: _____/_____/_____

Club Constitution Attached: YES/NO

Club Child Protection Attached: YES/NO

Coaching Qualifications Attached: YES/NO

Evidence of Club Insurance Attached: YES/NO

Evidence of Child Protection Training Attached: YES/NO

2 email addresses YES/NO

Additional Information: _____