

### **Application for Hire of Facilities**

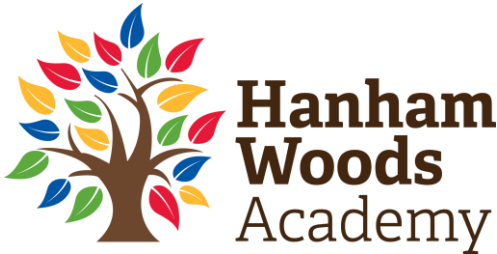
This form should be read and completed in conjunction with the Terms and Conditions document

<b>Applicant Details (to be completed by the applicant)</b>	
Name of Organisation :	
Invoice Address :	
	Post Code :
Contact Name (Booking Matters)	Telephone Number :
Contact Name (Invoicing Enquiries)	Telephone Number :
e-mail address :	

<b>Booking Details</b>								
<b>Location</b>		<b>Activity</b> (e.g. Football, Drama)	<b>Adult/ Junior</b>	<b>Day &amp; Date From</b>	<b>Day &amp; Date To</b>	<b>Time From</b>	<b>Time To</b>	<b>No. Atten ding</b>
<b>Outdoor – All weather surface</b>		<b>Please include details of activity taking place on the all weather Surface</b>						
Full Astroturf pitch								
Half Astroturf pitch								
Hard Court	Netball							
	Tennis							
<b>Outdoor - Grass</b>		<b>Please include details of activity taking place on the outdoor Grass</b>						
Full-size Football Pitch								
9-aside Football Pitch								
Grass Training Area								
<b>Indoor</b>		<b>Please include details of activity taking place in the indoor facilities including course details and course leaders.</b>						
Sports Hall								
Sports Hall With	Cricket Nets							
Gym								
Main Hall (please identify if retractable seating required)								

Hanham Woods Academy is part of the Cabot Learning Federation, a registered Charity No 1119322  
Registered in England and Wales (as a Company Limited by Guarantee No 6207590, Registered Office as above)

**SPONSORED BY ROLLS ROYCE PLC AND THE UNIVERSITY OF THE WEST OF ENGLAND**



Hanham Woods Academy  
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Bristol, BS15 3LA

Tel: 0117 440 8900  
Email: reception@hanhamwoods.academy  
Web: www.hanhamwoods.academy  
Follow us on Twitter: @HanhamWoods  
Principal : Mr S.Kneller B.A. (Hons)

Letting Hours: Monday to Friday 6pm – 9.30pm Saturday and Sunday 9am -9pm

- I, the hirer, agree on behalf of my organisation to be bound by the Terms and Conditions and Rules and Regulations of Hire as laid down by Hanham Woods Academy
- I confirm that my organisation holds adequate public liability insurance
- I understand that first aid cover is not provided by the school
- I have read, understood and agree to abide by the Hanham Woods Academy Terms and Conditions and Rules and Regulations for All Users
- I have read and understood the disciplinary process

Signature: ..... Date: .....

Where did you hear about us? Please tick the appropriate box (es).

Word of Mouth       Local Press       Internet Search

Other: .....

**General Information**

The Academy Council reserve the right to cancel or move any booking without notice.

- 1) Cancellations as per Terms and Conditions of bookings.
- 2) Payment terms will be agreed on booking and must be adhered to.
- 3) Payment instructions will be included on the Cabot Learning Federation invoice. Payments can also be made by cash or cheque (made payable to Hanham Woods Academy) and sent for the attention of the Finance Assistant at Hanham Woods Academy.

**For Office Use Only**

**Approval Details**

I recommend that this application is approved/not approved.

Comments:

Signed:

Authorised:

Date:

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