

ROMSEY COMMUNITY SCHOOL

Community Office, Romsey School, Romsey, SO51 8ZB

CLUB/GROUP NAME.....

CONTACT NAME..... TEL. NO.

INVOICING ADDRESS.....

POSTCODE..... EMAIL.....

ALTERNATIVE CONTACT NAME..... TEL. NO.

DAYS.....

DATES REQUIRED

from.....to.....excluding.....

TIMES REQUIRED from.....to.....

Please remember to include time for setting up and clearing away when stating the times required

IS THIS BOOKING FOR.....ADULTS.....JUNIORS.....CHARITY. Please circle

APPROX. NO. OF PEOPLE adults.....juniors.....

If your club/organisation is affiliated to a National Sporting Organisation, books and attends a minimum of 10 consecutive bookings and you are VAT exempt, proof must be presented at the time of booking.

Facilities Required

Please tick boxes, and please do not hesitate to contact the community office with any queries.

Sports Hall	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>
Artificial Turf Pitch	Whole <input type="checkbox"/> Half <input type="checkbox"/>	Community Lounge (downstairs)	<input type="checkbox"/>
Bouncy Castle	<input type="checkbox"/>	Community Lounge (upstairs)	<input type="checkbox"/>
Netball Court	No. required (circle) 1 2 <input type="checkbox"/>	Health Suite	<input type="checkbox"/>
Tennis Court	No. required (circle) 1 2 3 4 <input type="checkbox"/>	Craft rooms	Type..... <input type="checkbox"/>
Badminton Court	No. required (circle) 1 2 3 4 <input type="checkbox"/>	Indoor Cricket Nets	No. required (circle) 1 2 <input type="checkbox"/>
Rugby Pitch	No. required (circle) 1 2 <input type="checkbox"/>	Floodlights	ATP <input type="checkbox"/> Hard court <input type="checkbox"/>
Field	<input type="checkbox"/>	<u>OTHER FACILITIES</u>	
Main Hall	<input type="checkbox"/>	TV/Video/DVD	<input type="checkbox"/>
Classroom	No. required..... <input type="checkbox"/>	Chairs/Tables	<input type="checkbox"/> Number.....
Foyer/Kitchen	<input type="checkbox"/>	PA Facility & Lighting	<input type="checkbox"/>
Drama Room	<input type="checkbox"/>	OHP & Screen	<input type="checkbox"/>
		Flip Chart & Pad	<input type="checkbox"/>
		Urn	<input type="checkbox"/>

PLEASE TURN OVER

Do you or anyone attending during your booking have any disabilities we may need to cater for?

We have a wheelchair which can be used.

ALL HIRERS—PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

IF YOUR GROUP PROVIDES ACTIVITIES FOR UNDER 18'S YOU WILL BE REQUIRED TO PROVIDE THE FOLLOWING.

- CRB number for all adults attending the group.
- Copies of all coaching certificates.
- A copy of your child protection policy.
- Confirm in writing that there will be 2 adults present when under 18's are on site.

BOOKING INFORMATION

- Provisional bookings can be made by returning this form or by calling the community office on 01794 522106. These bookings will be held for 2 weeks only. In order to confirm your booking you will need to sign and return the booking confirmation which will be sent to you once a provisional booking is made.
- A non refundable deposit of 50% will be required at the time of confirmation for all bookings. Exceptions apply.
- For one-off bookings the full amount must be paid 7 days in advance of the hire date.
- All regular bookings are expected to pay one month in advance, an invoice will be issued.

WE ACCEPT PAYMENT BY CASH, CHEQUE (only with guarantee card), DEBIT OR-CREDIT CARD except American Express.

ANY OTHER INFORMATION:

SIGNED**DATE.....**