



Matrovers Letting Booking Form

TEL: 01373 822666

Name of Hirer (Club/Group):

Contact Name:

Email:

Address:

Contact Telephone No:

Reason for Hire

Type of Booking – Tick all that apply
<input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Block Booking <input type="checkbox"/> Single Booking <input type="checkbox"/> Open to Public

Please confirm the facility being booked (minimum 1 hour in 30 minute blocks).

Tick Facility required	Facilities available	Adult Booking per hour (Ex VAT)	Youth Booking per hour (Ex VAT)
	Multi-Use Games Area – including Lighting	£32	£26
	Multi-Use Games Area – no Lighting	£30	£24
	Sports Hall (inclusive of Changing Room)	£30	£24
	Gymnasium	£25	£20
	Dance Studio	£25	£20
	Playing Field	£25	£20
	Main Hall (see note 5)	£30	£24

There is an additional £15 charge at weekends or if the let finishes after 11pm on a weekday

	Regular Booking	One-Off Booking
Day/s of the Week		
Start date of booking		
End date of booking		
Start Time		
Finish Time		
Number of Weeks		N/A

Please note

1. Please ensure you finish by the end of the letting so the next hirer is not delayed
2. Charges shown are for unheated lettings
3. The School premises are not licensed to sell alcohol.
4. VAT@ 20% is charged unless the booking qualifies as VAT exempt (typically a regular sports booking will be VAT exempt)
5. For security and safety reasons the main Hall can only be booked when a member of the school staff will be present. This may incur additional costs which will be discussed at the time of the booking
6. Footwear appropriate to the flooring should be worn. For example non-marking trainers in the sports hall.
7. Floodlighting needs to be switched off by 9:30 pm Mondays, 9:00 pm Tuesday to Friday, 6:00 pm Saturdays and 4:00 pm Sunday and Bank Holidays.

Please confirm if you have the following in place

Public Liability Insurance	Yes / No
Safeguarding Policy	Yes / No

Name of National Body/Affiliated Group (including membership number if held)

Person/s who will be on site during the booking	
Name	
Mobile	Email

I hereby make application for use of premises as set out above and agree to the terms and conditions of letting enclosed and any notes attached hereto. I confirm that appropriate safeguarding checks (including DSB and Barred list checks) have been undertaken where required.

Signed

Date