ALEC REED ACADEMY
COMMUNITY SPORTS CENTRE

Bengarth Road
Northolt
Middlesex
UB5 5LQ
Tel: 0208 841 4511
Office: 0208 842 7930

APPLICATION FOR HIRE OF COMMUNITY SPORTS CENTRE – 2016/2017

Sports Centre Booking Details
(please complete ALL fields where possible)

1. Type of Event / Activity: (block capitals) .....

2. Club or Organisation: .....

   Contact / Organiser: .....

   Full Postal Address: .....

   Telephone Number: (Home) …….. (Mobile) .....

3. Facility Required: .....

4. Day & Dates Required: .....

5. Time(s) Required: From (am / pm) . . . . . .To (am / pm) .....
   (time includes setting-up & taking down equipment)

6. Nature of Event (Club Night, Training, Meeting etc) .....
   .....

7. Equipment Required .....

8. Special Requirements ……..

I have read & signed the Hiring Conditions on the reverse side of this form and confirm that the above organisation accepts them without reservation.

Date . . . . . Signed .....

Position .....

Please complete this form in block capitals and return to the Community Sports Centre Manager at the above address.
Confirmation of hire will be acknowledged within 3 working days.

FOR OFFICE USE ONLY

Block Booking / Casual / Special Rate Chargeable: £…… Date approved: ……

Booking dates	Entered on Booking Sheet	Receipt Number

Authorised by: …… Confirmation sent: …… Copy to finance: ……