

Application for the Hire of Facilities

Waterloo Centre, Waterloo Avenue, Leiston

Leiston-cum-Sizewell Town Council

Council Chambers, Main Street, Leiston, IP16 4ER

Tel: 01728 830388

Email: admin@leistontowncouncil.gov.uk

Name of Applicant: _____
(to whom invoices and correspondence can be sent)

Address: _____

Telephone No: _____ Email: _____

Name of Organisation and Position Within Organisation (if applicable): _____

Facilities required:

Gymnasium (£15.00 per hr) Classroom (£12.00 per hr) MUGA (Multi Use Games Area) (£10.00 per hr) Sports Field (POA)

Purpose of Hire: _____

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group? Yes/No

Older persons group or adult with disabilities? Yes/No

Date(s) Required: _____
(for block bookings please include the start and end date)

Time From: _____ to _____

Declaration (please tick boxes to confirm you have understood terms and enclosed all relevant documentation)

- I enclose a copy/copies of appropriate qualifications and CRB/DBS Clearance* held by the person(s) running the activities
- I agree to indemnify Leiston-cum-Sizewell Town Council against any accidents or damage to the Waterloo Centre property or injury to persons which may be incurred as a result of

the hiring, unless caused by the negligence or breach of statutory duty of Leiston-cum-Sizewell Town Council. Hirers should have their own insurance** (if appropriate) to cover themselves against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on the premises.

- I accept that an additional charge may be made in respect of damage caused to the premises through negligence or wilful intent.
- I am over 18 years of age.
- I have read and accept the conditions of hire and agree to abide by these and any special conditions communication to me.
- I am aware that payment is required at the time of booking for one-off hire. Block bookings will be invoiced monthly after the period of hire.

* To be provided prior to commencement of booking

** Evidence of insurance cover to be provided

Signed: _____

Date: _____