Community Lettings Team
Beckfoot & Hazelbeck Learning Community
Wagon Lane, Bingley, BD16 1EE
Bbookings01@beckfoot.org
01274 771444 Ext. 10437 or 10438
07511110758 (After 4pm or event hours only)

FACILITY BOOKING FORM

Please note that until this form has been completed fully, we cannot confirm your booking
September 2026 – August 2027

Name of Hirer:	Name of Organisation:
Purpose of Activity:	Please indicate (tick) status of participants Junior (Under 18) ☐ Over 18 ☐ Mixed ☐ Other ☐
Invoice Address (Treasurer): Telephone Number: Email Address:	Club/Coaches Address: Telephone Number: Email Address:

Session(s) Booking Details:

Start Date:	Finish Date (please state ongoing if continuous):

Please tick to indicate your required time slot(s) per week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Facility Required: ***(list below)***							
Start time:							
Finish time:							

Event(s)/One-Off Booking Details:

Facilities Available:

Sports Hall (572m2)	☐	Large Drama Studio	☐	Astro-turf (1/3rd Pitch)	☐
Gymnasium(175m2)	☐	Small Drama Studio	☐	Astro-Turf (2/3rd Pitch)	☐
Main Hall	☐	Hydrotherapy Pool	☐	Astro-turf (FULL Pitch)	☐
Atrium	☐			3G MUGA Pitch	☐

Track (Grass) & Field	☐	Grassed Side Pitch	☐
Tennis/Netball Courts	☐	Single Netball Court	☐

Payment

All facilities hired are exempt of Value Added Tax (VAT).

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Payment Method

- Customers are required to pay prior to commencement of activity or by invoice if pre-arranged with Community Team.
- Payment before an activity is via card machine only. Cash is not accepted.
- Invoice - **Upon receiving the appropriate invoice payment within 14 days is required.**
- Non-payment within these terms may result in the booking being suspended or cancelled and the hirer may be prevented from using other Beckfoot Trust school facilities.

Sessions

- Each session is in respect of the same activity carried on at the same place
- The hirer has the exclusive use of the facilities.
- The ownership of the activities belongs to the above organisation.
- To ensure all quality / Safeguarding / Health & Safety requirements are met, hirer to ensure they met the Terms and Conditions.

In the event of my application being accepted, I hereby agree:-

a. To pay to Beckfoot and Hazelbeck Learning Community the charge specified in the said schedule for the use of halls/rooms and facilities.
b. To have all appropriate insurances, safeguarding and risk assessments in place.
c. Not to use, cause or permit the facilities to be used for purposes other than those specified.
d. To comply with the Terms and Conditions of lettings in use at present and in the booklet.
e. That no electrical wires or fittings shall be removed and that no new electrical fittings shall be fitted.
f. That Beckfoot and Hazelbeck Learning Community may review pricing structures on an annual basis (1st September)
g. No smoking, e-cigs, dogs or any other animals on site.
h. That in the event of cancellation of this booking to give notice of at least 14 days, or I may be liable to pay for facilities.

Cancellations

The School may cancel any hire if it appears that;

- The Hirer intends to use the facilities for a purpose other than that given in the application form
- The facilities are required in an emergency or as a result of circumstances beyond the control of the School and if so no charge will be levied.
- The Hirer does not comply with the Health & Safety and Department of Education After-School clubs, community activities and tuition Safeguarding Guidance.
- The Hirer does not comply with T&Cs.

The Hirer may;

- Retain the right to cancel any of contracted bookings (giving 14 days' notice) and pay the appropriate charge.
- Withdraw from this Contract if it is agreed that the facilities do not meet their required standard, at no cost prior to any future bookings.

CCTV

The school premises have CCTV in operation. This is for the safety and security of the school site.

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Important:

- Due to the development of the new facilities and the relationship between the schools and Amey Facilities Management, the terms and conditions are constantly being reviewed by our legal representatives and insurers. Therefore Beckfoot & Hazelbeck reserve the right to notify lettings at an appropriate period of notice of amendments.
- **Persons wishing to apply for the use of the premises must ensure that they read the Terms and Conditions of letting as enclosed. By signing the below the Hirer agrees that they have read and agree to the Terms and Conditions.**

Signed: …… Dated _____ Position _____
(Hirer)

Signed……Dated_____ Position _____
(School