



Bengarth Road
Northolt
Middlesex
UB5 5LQ
Tel: 0208 842 7930 or 0208 841 4511
Fax: 0208 541 4480

APPLICATION FOR HIRE OF COMMUNITY SPORTS CENTRE – 2008/2009

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: