



Application No.	
SCUBA No.	

## APPLICATION FOR HIRE OF SPORTS FACILITIES

Please complete and return to: Outdoor Sports Booking Clerk, Wyncote Sports Ground, Mather Avenue, Liverpool, L18 6HF  
 Applicants are asked to check the Conditions of Hire accompanying this form before signing it

**Applicant to complete sections A to E**

PLEASE USE BLOCK CAPITALS

### A. HIRER DETAILS

Organisation/ Team name			
Applicant name			
Address			Postcode
Tel Day		Mobile	
Tel Evening		Fax	
E-mail			

Alternative Contact		Tel	
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Is your organisation / club affiliated to governing body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Please tick)
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Organisation	<input type="checkbox"/> School	<input type="checkbox"/> General Public	<input type="checkbox"/> Students of JMU/Hope
All members of organisation /team are:	<input type="checkbox"/> Staff of University of Liverpool ID No:	<input type="checkbox"/> Students of University of Liverpool ID No:	<i>NB Discount on grass pitch bookings only applies to official fixtures in term time (evidence must be supplied)</i>

### B. INVOICE DETAILS (If different from those above)

Person invoice to be sent to			
Address			Postcode

Position (e.g. Treasurer)		Tel	
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### C. BOOKING DETAILS

Facility	Purpose/use	Time from *	Time to *
		am/pm	am/pm

\* Please note time stated will cover the period from admission to the building or ground to exit from the building or ground

Date(s)	Month	Year

Total number of sessions

Special/Additional requirements	
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No. Participants		Estimated No. of Spectators	Age Group (Please tick)	
Male	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Under 18s <input type="checkbox"/>	Adults Over 18s <input type="checkbox"/>
Female	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		

**D. INSURANCE** (Details of Public Liability Policy covering the hirer and his/her organisation/team)

A copy of this policy must be provided by all clubs, organisations etc. to the Bookings Clerk at least 7 days before the event.

**(i) Public Liability Insurance** (To be completed by all)

Insurers		Policy No.	
Branch		Expiry Date	
Amount of Cover (Minimum £5,000,000 for any one cover)	£		
Does the policy cover liability arising from the following? (Please indicate if there are any inner limits)	<input type="checkbox"/> Indemnity to Principals		
	<input type="checkbox"/> Contractual Liability		

**(ii) Employer's Liability Insurance** (To be completed by companies booking facilities)

Insurers		Policy No.	
Branch		Expiry Date	
Please indicate indemnity limit	£		
Does the policy include an Indemnity to Principal Clause?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are there any exclusions or restrictions on the policy relevant to the agreement? If so please specify.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**E. DECLARATION**

Booking requests must be lodged using an application form. No verbal or telephone requests will be considered acceptable. A letter of confirmation will be issued when the booking is confirmed.

*I hereby certify that I have read and understood the Conditions of Hire relating to the hire of sports facilities of The University of Liverpool and I am aware that additional conditions may apply depending on the activity. I also undertake to advise the Booking Clerk of the facility should there be any alterations or additions to the information supplied. I declare that the foregoing information is correct to the best of my knowledge.*

Signed		Date	
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**Note:**

- Your application will not constitute a booking until you have received confirmation in writing from the University and your payment received.
- Once this application has been confirmed, it is the responsibility of the signatory of this application to ensure payment is forwarded to The University of Liverpool a minimum of 7 days before your session is due to take place. The signatory is liable for payment of due fees and charges.
- Payments that remain outstanding may result in cancellation of the booking or inability to book facilities in the future.
- It is advisable that you carry your booking confirmation during use of facilities in case of disputes.

This form must be signed by the hirer for the University to consider your application. Please note that if the University accepts your application, it then becomes the contract between you and the University. It is advisable that you make a copy of this application form for your records.

<b>FOR OFFICE USE ONLY</b>		Application No.		ACCEPTED <input type="checkbox"/>	REJECTED <input type="checkbox"/>
<b>CHARGES</b>				<b>APPLICATION</b>	
Hire of facilities	@ £			Date Returned	
Hire of Equipment				Date entered in SCUBA	
Other Costs				Date Invoice Raised	
Retainer Required				FX	
VAT				Signed	
Amount to Pay	£			Date	

If you do not wish to receive any information on promotions or special offers please tick this box