

# Application For Hire of Facilities



## East Sands Leisure Centre

St Mary Street, St Andrews, KY16 8LH

Tel: 01334 659473 EastSandsLC@fifeleisure.org.uk

Name of club / organisation

Block booking  One off event

Adult  Junior

### Primary Contact

Name

Address

Town

Postcode

Tel (home)

Tel (mobile)

Email

### Secondary Contact

Name

Address

Town

Postcode

Tel (home)

Tel (mobile)

Email

**Payment** - clearly indicate your preferred payment option

Prior to booking at reception

To be invoiced  (complete section below)

**Please note:** All invoices will be raised at the start of the calendar month with a 14 day payment term

Full name and address where invoice should be sent:

Postcode

Tel no.

**Cancellation Policy:** Unless the following timescales are observed a full facility charge will be levied

**Galas/large events** - 2 weeks notice

**Block bookings** - 7 days notice

**Casual bookings** - 24 hours notice

(Section 19 - Payments/Cancellations on FSLT Booking Terms and Conditions)

### Fife Sports and Leisure Trust Booking Conditions

I confirm that I have read Fife Sports and Leisure Trust Ltd Booking Conditions. If my request for the facilities is accepted, I or my organisation, agree to abide by the rules and regulations that are laid down by Fife Sports and Leisure Trust Ltd. (Please ensure you have included additional documentation if required e.g. Club Constitution, Coaches Qualifications and Club Insurance - otherwise there may be delay in processing your booking.)

Signature of Primary Contact

Date

Print Name

### The Data Protection Act 1998.

The information supplied on this form will be retained by Fife Sports and Leisure Trust on a secure database and will be used only in accordance with our obligations under Data Protection Act 1998. (Please see our privacy policy for further information on how we use personal data.)

**OPT IN.** Please tick if you would like to receive further information including special offers and details of future events and courses from Fife Sports and Leisure Trust. We may contact you by letter, telephone, email or SMS messaging using the details you have provided on this form.

## Facilities required

Activity locations available for hire - please tick all relevant area(s):

Location	Dimensions	Tick box	Further Information (i.e. individual location times)
General Purpose Room	31ft x 25ft		
Lane Hire	1 lane (25m x 2m)		

One off event/block booking type

## Booking dates/times

Start day/date

Finish day/date

Start time

Finish time

Dates not required (if applicable):

Anticipated numbers attending

Adult

Junior

Spectators

Any other information including equipment requirements

(i.e. goals, lane ropes, tables, chairs, including any set up plans - please attach)

## Supplementary booking information enclosed:

FSLT Booking Terms and Conditions (signed Appendix A, B & C)

Club Constitution

Coaches Qualifications

Club Insurance

Set Up Plans

## Office Use Only

LIMS

Confirmation Letter

Unavailable dates \_\_\_\_\_