

Application For Hire of Facilities



Kirkcaldy Leisure Centre

Esplanade, Kirkcaldy, KY1 1HR

Tel: 01592 583306 KirkcaldyLC@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 of 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)
Sports Hall	646m square	<input type="checkbox"/>	
Studio	141m square	<input type="checkbox"/>	
Meeting Room	30m square	<input type="checkbox"/>	
Main Pool	25m x 12m	<input type="checkbox"/>	
Training Pool	16.7m x 6m	<input type="checkbox"/>	
Activity Zone	15.5m x 7.3m	<input type="checkbox"/>	

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 _____