HEDGE•END TOWN COUNCIL

Serving the Community

Hedge End Town Council, 2000 Centre, St Johns Rd, Hedge End, Southampton Hampshire SO30 4AF
Web: www.hedgeend-tc.gov.uk | Tel: 01489 780440 | Email: townclerk@hedgeend-tc.gov.uk

APPLICATION FORM

For use of football/cricket facilities

Requested location (Name of football/cricket facility required)	……
Name of club/organisation	……
Name and address of Secretary (Person responsible for bookings)	**Name**…… **Address**…… …… …… **Postcode**……
Contact no	……...
Email address	……
Names/Numbers of teams wishing to use the facilities e.g. (Under 10's/11's, seniors etc and gender)	…… …… …… …… …… ……

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	…… ……
Day & time of play for each team	**Team……..... Day……am/pm Time……** **…….. ……...am/pm ……..** **…….. ……...am/pm ……..** **…….. …….. am/pm ……** **…….. ……...am/pm ……...** **…….. ……...am/pm ……..** **…….. …….. am/pm ……**
Caretaker present to handover the facilities	**Time required……** **……..**
Invoice address (if different from person responsible for the booking(s) Invoices will be emailed at the end of each month. Payment is on 30 days.	**Name……** **Address……..** **……..** **……..** **Postcode……** **Contact number……..** **Email……..**
Documentation **Copies of all documents required unless stated. Required documents must be received prior to any matches taking place).**	**Fixture list** ☐ **Public Liability Insurance** ☐ (Minimum £5 million) **Risk Assessment** ☐ **1st Aid Certificate(s)** ☐ (Specific to the site) **Deposit £250.00** ☐ **If applicable: The person(s) concerned have the relevant DBS checks (By ticking the box & signing this**

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	application, you are confirming this. <u>No documentation required</u>
By signing this form you agree to the Terms & Conditions of hire for use of HETC football & cricket facilities	**Signed…… Date……** **Print name……**
For office use only	**Application approved Yes/no** **Signed…….** **(Delete as appropriate)** **OFFICER HETC** **Dated**…… **Fixture list** ☐ **Public liability insurance** ☐ (Minimum £5 million) **Risk Assessment** ☐ (Specific to the site) **1st Aid Certificate(s)** ☐ **Deposit £250.00 paid** ☐ **DBS Check box ticked Yes/No**