

# LEISURE OPERATIONS

## Block Booking Application Form



A Partner to East Lindsey District Council

Delivered by:  
**MAGNA VITAE**  
TRUST FOR LEISURE & CULTURE



# Block Booking Application Form

Block Booking Reference:

<input type="checkbox"/> Whole Pool	<input type="text"/> Number of Lanes		
<input type="checkbox"/> MUGA	<input type="checkbox"/> Dance Studio	<input type="checkbox"/> Studio 2	<input type="checkbox"/> Astroturf
<input type="checkbox"/> ½ Multi Purpose Room	<input type="checkbox"/> Full Multi Purpose Room	<input type="checkbox"/> Office Accommodation	<input type="checkbox"/> Function Room
<input type="checkbox"/> ½ Sports Hall	<input type="checkbox"/> Full Sports Hall	<input type="text"/> Number of Courts	
<input type="checkbox"/> Other	<input type="text"/>		

Name of Club/ Organisation:

Constituted Club:  Yes\*  No

\*Please provide a copy of your articles of association or constitution.

Month	No. of sessions	Dates / Times

## Cancellation and Amendments to series of sessions

If any changes are made to the Block Booking form, after written confirmation has been sent, the Block Booking discount (if applicable) treatment may affect the whole series of sessions and the amount to be paid, therefore, it is advised to consult the Operations Manager for further clarification in these circumstances.

To be used for:	<input type="text"/>	
Equipment/Special arrangements:	<input type="text"/>	
Numbers attending session:	<input type="text"/>	
Fees charged per session:	<input type="text"/>	TOTAL: <input type="text"/>
Name and address of organiser: <i>(This is the person who will receive the invoice)</i>	<input type="text"/>	
Tel:	<input type="text"/>	
Work:	<input type="text"/>	
Mobile:	<input type="text"/>	
Email:	<input type="text"/>	
**Purchase order number:	<input type="text"/>	

\*Booked at discretion of the Facility Management Team.

\*\*If your company will not process an invoice without a purchase order number we will not be able to accept your booking.

## PLEASE NOTE:

- All goods and services provided by Magna Vitae shall be paid for in advance upon booking; or immediately prior to receiving the service unless agreed with the Operations Manager.

## Conditions for Block Booking Discount

- Block consists of 10 or more sessions and the booking is to be used by a school, club, association or organisation representing affiliated clubs i.e. a local league. It does not apply to informal groups of persons or commercial organisations.
- Person to whom facilities are booked have exclusive use during sessions i.e. exclusive use of court not exclusive use of the entire sports hall.

**I confirm that I have received a copy of the terms and conditions of booking.**

Signed:

Date:

Position with club:

**Please return completed form to the Operations Manager at your chosen venue.**

Please note that your booking has/has not (please delete as appropriate) been accepted. If you have any queries regarding your booking, please contact me in writing within the next seven days. Thank you.

## Form verified and authorised by Operations Manager

Signed:

Date:

Designation:

# Office Use Only

Certificates seen and copied:

DBS Check     Qualifications     Insurance

Signed:

Date received:

Booking and price authorised by:

Resources required:

## Pool:

Number of lanes:

Number of attendants:

Equipment:

## Multi Purpose Room:

Area required:

Full     ½

Requirements (tables/ meals):

## Sports Hall:

Area required:

Full     ½

Requirements (tables/meals):

Price:

Total: £

Are conditions for block  
booking discount exemption met?

Yes     No

Date on MRM/confirmation:

Letter sent:

Signed: