



Booking Form

Date adopted

October 2021

Headteacher's signature

A handwritten signature in black ink, appearing to be "R. Jones", written over a dashed line.

Chair of Governor's signature

A handwritten signature in black ink, appearing to be "S. Jones", written over a dashed line.

FACILITY BOOKING APPLICATION FORM

YOUR DETAILS
Name of club/organisation
Main Contact
Title
First name(s)
Surname
Position
Telephone Number
Email address
Website
Billing Details (if different from main contact)
Title
First name(s)
Surname
Position
Telephone Number
Email address
Please Note: Every effort will be made to accommodate your requirements; however, bookings are not confirmed until written confirmation is received from Y Pant School

Pennaeth/Headteacher:
Mrs Bev Cheetham

BOOKING INFORMATION

Please tick relevant box:

Once only event ☐

Block Booking ☐

Facility	Day(s) of Week	From (Date)	To (Date)	From (Time)	To (Time)	Number of Weeks

Purpose of the Let:

Fitness Class	<input type="checkbox"/>	Martial Arts	<input type="checkbox"/>
Football	<input type="checkbox"/>	Concerts	<input type="checkbox"/>
Rugby	<input type="checkbox"/>	Community Event	<input type="checkbox"/>
Basketball	<input type="checkbox"/>	Youth Activities	<input type="checkbox"/>
Athletics	<input type="checkbox"/>	Hockey	<input type="checkbox"/>
Other			

Estimated Number attending:

Adults		Under 18S		Male		Female	
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Y Pant School and all facilities will be closed on the following days:

Christmas: 24th, 25th, 26th and 31st December

New Year: 01st

Easter: Sunday, Bank Holiday

FEES		
FACILITY	PRICE (VAT Exemption/Block Booking) Please see overleaf for VAT exemption criteria	PRICE (Including VAT)
Grassed Pitch	24.00 (per hour)	28.80 (per hour)
Sports Hall	24.00 (per hour)	28.80 (per hour)
Gymnasium Floor Space	17.00 (per hour)	20.40 (per hour)
Gymnasium Equipment	60.00 (per hour)	72.00 (per hour)
Main Hall	20.00 (per hour)	24.00 (per hour)
IT Suite	20.00 (per hour)	24.00 (per hour)
Classroom	10.00 (per hour)	12.00 (per hour)
Canteen/Ty Bwyta	12.50 (per hour)	15.00 (per hour)
Lecture Theatre	15.00 (per hour)	18.00 (per hour)
MUGA	24.00 (per hour)	28.80 (per hour)

We offer the following Discounts:

5% discount on any pre-paid block booking (minimum 10 lets)

VAT EXEMPTION

In order to be eligible for the VAT Exemption, the club/organisation will have to meet the following conditions and return the attached VAT Exemption Form:

1. The booking must consist of at least 10 lets.
2. Each session must be for the same sport or activity.
3. Each session is to be held at the same venue, although different pitches, courts etc at the site are allowable.
4. The interval between each let is to be at least 1 day but not more than 14 days. Please note that there is no exception for intervals that exceed 14 days through closure of the centre for bank holidays.
5. All lets referred to on the original booking must be paid for in full, whether or not the organisation actually turns up on any particular occasion. Please note that there is no cancellation facility permitted by Her Majesty's Revenues & Customs other than where the Council cancel due to adverse weather conditions or due to unforeseen non-availability of the facility.
6. The facilities must be let exclusively to the hirer during the periods of hire.
7. The club must sign up to a formal agreement with the establishment concerned and the agreement must specify the dates and times of lets covered.

Pennaeth/Headteacher:
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8. The hirer must be a club, school, association or organisation representing affiliated clubs or constituent association, i.e. a league.

Please Note: The VAT Exemption prices will only be applicable if the above conditions are met and VAT Exemption form is completed and returned to Y Pant School.

FOR SCHOOL USE ONLY – BOOKING APPROVAL SECTION

Facility	Day(s) of Week	From (Date)	To (Date)	From (Time)	To (Time)	Number of Weeks

Approval of Let

Signed:

Date:

Mrs B. Cheetham Headteacher