**FACILITY BOOKING APPLICATION FORM**

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| **YOUR DETAILS** |
| Name of club/organisation |
| **Main Contact** |
| Title  First name(s)  Surname  Position  Telephone Number  Email address  Website |
| **Billing Details (if different form 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** |

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| **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 | Martial Arts | | Football | Concerts | | Rugby | Community Event | | Basketball | Youth Activities | | Athletics | Hockey | | Other | |   **Estimated Number attending:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Adults** |  | **Under 18S** |  | **Male** |  | **Female** |  | |

Y Pant School and all facilities will be closed on the following days:

**Christmas school holidays**

**Easter weekend**

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| **FEES** | | |
| **FACILITY** | **PRICE (VAT Exemption/Block Booking ) Please see overleaf for VAT exemption criteria** | **PRICE (Including VAT)** |
| Grassed Pitch | 30.00 (per hour) | 36.00 (per hour) |
| Sports Hall | 30.00 (per hour) | 36.00 (per hour) |
| Main Hall | 25.00 (per hour) | 30.00 (per hour) |
| IT Suite | 20.00 (per hour) | 24.00 (per hour) |
| Classroom | 15.00 (per hour) | 17.50 (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) |

**POTENTIAL FOR CHANGE SUBJECT TO CHARGING AND REMISSION POLICY**

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| **We offer the following Discounts:** |
| 5% discount on any pre-paid block booking (minimum 10 lets) |

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| **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. 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.**

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| **FOR SCHOOL USE ONLY – BOOKING APPROVAL SECTION** |
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| **Approval of Let**  **Signed: Date:**  **Mrs B. Cheetham Headteacher** |