

LEISURE OPERATIONS

Block Booking Application Form



Magna Vitae is a Registered Charity. Charity Number 1160156
A Partner to East Lindsey District Council

Delivered by:
MAGNA VITAE
TRUST FOR LEISURE & CULTURE

Block Booking Application Form

Block Booking Reference:

- ☐ ½ Astroturf ☐ Full Astroturf ☐ ½ Function Room ☐ Function Room
☐ Football Pitch (Adult) ☐ Football Pitch (Junior) ☐ Cricket (Grass) ☐ Cricket (Artificial)
☐ ½ Sports Hall ☐ Full Sports Hall ☐ Mini-Soccer Pitch ☐ MUGA

Number of Courts ☐ Other

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:

Equipment/Special arrangements:

Numbers attending session:

Fees charged per session: TOTAL:

Name and address of organiser:
(This is the person who will receive the invoice)

Tel:

Work:

Mobile:

Email:

**Purchase order number:

*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 and Privacy Policy. I agree to adhere to General Data Protection Regulation (2018) and the Data Protection Act 2018 and will inform Magna Vitae immediately of any breach.

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:

Certificates seen and copied:

☐

DBS Check

☐

Qualifications

☐

Insurance

£

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