



Herbert Avenue Poole BH12 4HS  
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## **FACILITIES BOOKING FORM**

<b>Name of person requesting booking:</b>	
<b>Name of organisation:</b>	
<b>Contact telephone number:</b>	
<b>Who can we contact in the event of an emergency?</b>	
<b>Email address:</b>	
<b>Address:</b>	

### **HIRE DETAILS**

<b>Date:</b>	
<b>Time:</b>	
<b>Facility:</b>	

### **EVENT DETAILS**

<b>Event title:</b>	
<b>Number of participants:</b>	
<b>Equipment requirements:</b>	
<b>Catering requirements:</b>	
<b>Other requirements:</b>	

**Does your Club/Organisation have Third Party Liability Insurance Cover for the proposed event?**

Yes  No

If yes, please state the value of cover. It is recommended that you have a minimum of £2,000,000 cover for your event.)

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Your organisation is responsible for providing first aid cover at your event. Please describe below measures that you will be taking to ensure adequate arrangements are in place.

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<b>Signature:</b>	
<b>Full name (Use block capitals):</b>	
<b>Date:</b>	

**Please return the completed Booking Form to:**

Community Office, St Aldhelm's Academy, Herbert Avenue, Parkstone, POOLE, Dorset BH12 4HS.

Tel: 01202 305177 or 01202 732500.

Email: [rthompson@staldhelsacademy.org.uk](mailto:rthompson@staldhelsacademy.org.uk)

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**FOR OFFICE USE ONLY**

<b>Date Received:</b>		<b>Date Confirmed:</b>	
<b>Caretakers Informed:</b>		<b>Catering Informed:</b>	
<b>Invoice Number:</b>		<b>Date Paid:</b>	