



OUTWOOD GRANGE SPORTS ACADEMY
 POTOVENS LANE, OUTWOOD, WAKEFIELD WF1 2PF Tel: 01924 204350 EXT 293
 E Mail: SportsLettings@grange.outwood.com

Application for Block Booking Hire

Please complete all sections and return to the Sports Academy Lettings Coordinator

Name of Club/Organisation			
Team name *if applicable			
Name of Hirer			
Address			
Name & Address for Invoices *if different from above			
Contact Numbers (Office & Coach/Teacher)			
Email Address			
Facility Required			
Sport/Activity			
Changing Facilities required?			
Day			
Start Date		Finish Date	
Start Time		Finish Time	
*Please note: The time you have booked includes setting up and putting away. You must vacate the area with your equipment by the end of your booking time. Additional charges will be incurred if your activity finishes late.			
Number of Participants			
Participants Age Range (If Juniors under 18)			

***Payment Methods** - Invoices for lettings hire may be settled by cash, cheque or BACS transfer

Office Use Only			
Area/ Facility	Day/Time Required		Hourly Hire Charge £
	Day:		
	FROM	TO	
Total weekly charge			
Number of weeks booked			
Total to invoice			
		Yes	No
Copy Of Signed Contract received & checked			
Declaration of DBS information form received			
First Aid Certificate received - if applicable			
Copy of EAP/ Risk assessment received			
Liability insurance certificate/signed Health & safety policy recieved			
Confirmation email sent			
Induction carried out			
Lettings Pack Sent Including: *Health & Safety, Fire & Emergency Procedures *Map & Directions			
Notes			
Signed Off By		Date	