



School Lesson Facility Hire Booking Form

Ref: _____
Date received: _____

1 — SCHOOL & CONTACT DETAILS

SCHOOL NAME

LEAD CONTACT NAME & ROLE

PHONE NUMBER

EMAIL ADDRESS

SCHOOL ADDRESS

SCHOOL TYPE — TICK ONE

- ☐ Mainstream Primary ☐ Mainstream Secondary ☐ Special School
☐ Private / Independent ☐ Alternative Provision

PUBLIC LIABILITY INSURANCE (PROVIDER)

POLICY NUMBER & EXPIRY DATE

DESIGNATED SAFEGUARDING LEAD (NAME)

DSL CONTACT NUMBER

2 — BOOKING DETAILS

FACILITY REQUIRED — TICK ALL THAT APPLY (school rate applies to all three below)

- ☐ Athletics Track ☐ Sports Hall (1/3) ☐ 3G Pitch (1/3)

ACTIVITY / SPORT — TICK ALL THAT APPLY

- ☐ Football ☐ Netball ☐ Basketball ☐ Badminton
☐ Tennis ☐ Table Tennis ☐ Athletics Coaching

PREFERRED DAY(S) OF WEEK

PREFERRED TIME

SESSION LENGTH (HOURS)

SESSIONS PER WEEK

KEY STAGE / YEAR GROUP(S)

APPROX. GROUP SIZE

PREFERRED START DATE

TERM / ACADEMIC YEAR

BOOKING PATTERN

☐ Ongoing — renews automatically each term ☐ Fixed number of weeks (state below)

IFFIXED — NUMBER OF WEEKS / END DATE

WILL THE SCHOOL PROVIDE ITS OWN STAFF SUPERVISION THROUGHOUT THE SESSION?

☐ Yes—schoolstaff/coachpresentthroughout ☐ No—pleasediscussoptions

3 — PRICING & PAYMENT

Item	Rate	Sessions / Term	Total
School Sports Hire	£30.00 / hour (flat)		
Total for term			

PAYMENT TERMS: Confirmed regular slots are invoiced termly, in advance, based on the number of sessions booked for that term. Payment is due within 14 days of invoice. Sessions missed due to school closure (INSET days, half term, bank holidays) are not charged.

INVOICE PAID**INVOICE DATE**

4 — SITE INDUCTION

REQUIRED BEFORE THE FIRST SESSION: A short induction covering site access, changing rooms, safeguarding contacts and emergency procedures will be arranged with the school before the first booked session takes place.

PREFERRED CONTACT METHOD**BEST TIME TO CONTACT**

INDUCTION DATE

NCS STAFF MEMBER

5 — DECLARATION & AGREEMENT

By signing below, I confirm that the information provided is accurate and that the school agrees to Northwood Community Sports' school hire terms, including termly invoicing in advance, the supervision arrangements confirmed above, and site safeguarding procedures covered at induction.

ORGANISER SIGNATURE

PRINT NAME

DATE

NCS AUTHORISED BY

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