

FIN-F58 Version 1st January 2016

Cat 1a Booking Form &amp; Contract (non schools)

**BOOKING FORM & CONTRACT FOR THE ONE OFF OR REGULAR  
HIRE OF FACILITIES AT LEISURE CENTRES AND LIBRARIES**  
(excluding hire by Schools)

**BETTER**  
the feel good place

Copper Box Arena

LEISURE CENTRE / LIBRARY

Address Queen Elizabeth Olympic Park, London E20 3HBMember of staff spoken to [REDACTED] Date 11/02/2016

Please read this contract very carefully. If you are satisfied please sign and return to the address above. Please keep a copy for your records. For block bookings / multiple bookings you may only terminate contracts at the end of the three-month period, however we would appreciate as much notice as possible.

Failure to meet the contract conditions, abuse of our facilities or failure to meet the payment terms may result in us terminating your contract WITHOUT notice at which point you will be sent a settlement account. Recovery action will automatically be taken in the case of non-payment.

**For Completion by the Hirer:**

Name of person responsible for paying hiring fees/settling the account [REDACTED]

(This person must sign this form on the reverse and is the Hirer for the purpose of this contract)

\*Please note that before Better is able to raise an invoice in respect of any booking(s) requested on this form, we will need to obtain proof of your identity (or proof of authority if signing for an organisation) and current address, and may undertake a credit score rating check. By signing this form you agree to provide such information, and consent to such a check. Bookings may be refused at Better's absolute discretion and are not accepted until this contract is signed by Better and returned to the hirer upon receipt of required documents and satisfactory reports and checks.

Organisation LONDON GD HANDBALL CLUBAccount No. ~~DRG-016488~~ DRS-0196  
(if known)

Hirer's Contact Phone No. : Landline [REDACTED]

Mobile [REDACTED]

Email Address womenfinance@londongdhandball.co.uk

Fax Number [REDACTED]

Invoice Address 12 The Meadway, Loughton IG10 3ANNature of Booking Block Booking (Handball)Facility(ies) / area(s) being hired 1 and 2 hallsEquipment being hired Handball goalsStaff requested N/ADay(s) & Time (s) Tuesday 6pm-7pm (Junior), 7pm-10pm & 8pm-10pm, Thursday 7pm-10pm | Saturday 12th March 4pm-8pm

For block bookings please indicate below the actual dates within this Contract period: (These dates are currently available, it may occasionally be necessary for us to withdraw an individual date, in which case due notice and credit will be given).

January

February

March

1st, 3rd, 8th, 12th, 20th, 31st

**Special Note to Hirers regarding Party bookings at Leisure Centres:**

Please remember that persons attending your Party will be charged the Centre Admission Fee unless they are Centre members. For pool parties, Hirers are provided with separate Pool Parties Rules which must be adhered to.

**For Completion by Better**

**CHARGES AND FEES**

Base Charge per session  Total No. of sessions **20 hours**

Other charges (e.g. equipment) **N/A** Staffing / coaches per session **N/A**

Special requirements **N/A**

**TOTAL HIRE FEE for session/all sessions:**

NET  VAT **N/A** TOTAL   
VAT will be applied where applicable

**ID/Proof of Address details:**

Documents provided: ID .....

Address .....

Checked by: ..... Date .....

(Better staff Name & Job Title)

**For the Hirer to read and sign:**

I have received, read and understood the rules and regulations of hire and the centre or library's Normal Operating Procedures (NOP), and Emergency Action Plan (EAP) [delete if not applicable]

I have received a copy of the Pool Parties Rules and Safety Rules and agree to comply with all requirements therein. [delete if not applicable]

I have received, read, understood and agree to the Terms and Conditions of Hire as provided and I confirm I intend to and will be legally bound by this booking contract. I confirm that the details provided in this booking contract are correct.

Hirer's Signature  Date **23/02/2016**  
(Hirer as indicated at the top of this form, whose ID has been checked)

  
Better staff signature ..... Date **11/02/2016**

Job Title **Administration Assistant**

Please return signed contract to the relevant centre or library.