

Watchet MUGA Hire Agreement – Booking form

Name			
Organisation Name			
Address			
Contact Details	Home Phone:	Mobile Phone:	
	Email Address:		
	Invoices to be sent via email or by post <input type="checkbox"/> ? (please tick)		
Emergency Contact Details	Name:	Email Address:	
	Phone 1:	Phone 2:	
	Relation to you:		
Booking Details (Charge - £5.00 per hour)	Description of Booking: (for multiple dates please use the reverse of the booking form) Times to include setting up and packing down		
	Start Time:	End Time:	
	Commencement Date:		
	Occurrence: (e.g. weekly, once a month etc.)		
	Is the Group: Term Time Only or All Year Round (Please Circle)		
	Number of Attendees:		
Do you require us of the netball posts?		Yes	No
Hirer (print):		Committee Clerk (print):	
Signed:		Signed:	
Date:		Date:	
<small>By signing this booking form, I agree to abide by the MUGA Conditions of hire. I give my consent for the details that I have provided to be stored physically and digitally and to be used by the Officers, Members, and agents of Watchet Town Council for the purposes of providing this service. The Council's General Privacy Notice confirms how we handle personal data and can be requested from the Council office or the Council's webpage www.watchettowncouncil.org. You agree to your organisation and times of bookings to be displayed on the public noticeboard on site.</small>			
Payment: BACS to: Sort code 60-24-05 Account No. 95252428 Cheques made payable to: Watchet Town Council			
FOR OFFICE USE			
Confirmation letter or email Sent <input type="checkbox"/>		Floodlight procedure explained & code provided <input type="checkbox"/>	
Entered onto Facility booking <input type="checkbox"/>		Conditions of Hire Guide provided & Signed <input type="checkbox"/>	
Payment received <input type="checkbox"/>			