



IPSWICH SCHOOL SPORTS CENTRE FACILITIES BOOKING FORM

Name of person or organisation wishing to hire facilities:

Contact if different to above:

Address:

Postcode:

Phone:

Fax:

Email:

FACILITY

Name of the facilities you want to hire:

What is the nature of your booking? (tick as appropriate)

Block Booking

Single Use Booking

Long Term Booking

Purpose of Use/Activity:

Facilities Required (please enter required number of courts, rooms)

Indoor Sports Hall Courts (5):

Astro Turf Pitch (3):

Outdoor Netball Court (6):

Outdoor Tennis Court (6):

Changing Rooms:

Conference Room (1):

Lounge (1):

Dancefloor (1):

Sports Bar (1):

Additional Requirements:

BLOCK BOOKING

Block 1

Block 2

Block 3

Date

Date

Date

Time

Time

Time

Block 4

Block 5

Block 6

Date

Date

Date

Time

Time

Time

SINGLE USE BOOKING

Date Required:

Start/Finish Time:

Alternative Date (if applicable):

LONG TERM BOOKING

Start Date:

End Date:

Time:

Frequency of Booking: (weekly, fortnightly, monthly etc...)

EXTRAS (ADDITIONAL COSTS)			
Hot food to be served:	Cold food to be served:	Hot Drinks:	
DETAILS OF PERSON TO BE IN ATTENDANCE DURING THE HIRE AND RESPONSIBLE FOR SUPERVISION:			
Full Name:			
Address:			
PAYMENT			
I wish to pay by:	CASH	INVOICE	CHEQUE
Invoice Address:			
DECLARATION			
I hereby apply for facilities detailed above in accordance with the scales of charges and conditions will be observed and the charges paid on demand. I have read ISSC Terms & Conditions and agree to be bound by them.			
Signature of applicant:		Date:	
Signature of ISSC:		Date:	

OFFICE USE ONLY	
Received by:	
Deposit paid:	
Approved by (email):	
Confirmed by:	
Cancellation Timescale:	
Cancelled by:	
BOOKING COSTS	
Facilities Charges:	
Extras:	
Minus deposit:	
Total:	

Preparation and Dismantling

Please note that booking time should include preparation and dismantling time. These periods will be kept to a minimum by staff but it must be accepted that the more equipment required the more time will be taken up in preparation and dismantling.

Data Protection

The information which you have given in this form will be used only by ISSC for the following purposes – to inform you of special events that ISSC are hosting. To allow ISSC to carry out surveys relating to people using its facilities. All of the information that you give will be held securely by ISSC and will be treated as confidential.

Completion and return of this form does not guarantee your booking – your booking will be confirmed by an email.

HENLEY/NOTCUTTS
 tel: 01473 408300
 email: caley@ipswich.school
 25 Henley Road, Ipswich, Suffolk, IP13SG

RUSHMERE
 tel: 01473 272525
 email: ISSC@ipswich.school
 The Street Rushmere, Rushmere St Andrew, Ipswich, IP5 1DE

follow: @ISSCentre

www.ipswichschoolsportscentre.co.uk

Company number:04048840 VAT registration number:143324344

In partnership with



IPSWICH SCHOOL