|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your details** | | | | | | | | | | | |
| **Name:** | | | **Tel Number:** | | | | | | | | |
| **Email:** | | | **Staff/Student (please circle)**  **If staff please state department:** | | | | | | | | |
| **Booking Details** | | | | | | | | | | | |
| **Sport** | | **Date** | **Start and End Times** | | | | | | | | |
|  | |  |  | | | | | | | | |
| **Name of event (if one)** | |  | | | | | | | | | |
| **No. of Participants (please tick)** | | | | | | | | | | | |
| **Small (up to 15 people)** | |  | **Medium (16 – 50)** | | |  | | | **Large (51 – 100)** | |  |
| **Area Required (please tick)** | | | | | | | | | | | |
| **Sports Hall** | | **Astro Turf Pitch** | | | | | | | **3G Pitch** | | |
| **Small Side** | **Big Side** | **1/3** | | **2/3** | **Full** | | | | **1/3** | **Full** | |
|  |  |  | |  |  | | | |  |  | |
| **Equipment (list individual items & numbers required)** | | | | | | | | | | | |
|  | |  | | | | | |  | | | |
|  | |  | | | | | |  | | | |
| **Do you have anyone else supporting you with the on the day delivery?**  **(Take into consideration participant numbers – recommended ratios below)** | | | | | | | | | | | |
| **YES / NO** | | | | | | | | | | | |
| **Up to 15 people - Recommend 2+ staff** | | **16 – 50 Recommend 4+ staff** | | | | | **51 – 100 Recommend 6+ staff** | | | | |
| **Does your sport booking require the need for qualified staff? (if yes give details)** | | | | | | | | | | | |
| **YES / NO** | | | | | | | | | | | |
| **Will you be bringing any First Aiders?** | | | | | | | | | | | |
| **YES / NO** | | | | | | | | | | | |

Please complete in full and return to Michelle Gilmurray – [gilmurm@hope.ac.uk](mailto:gilmurm@hope.ac.uk) or hand in at HPS Reception. Once the form has been reviewed you will be sent an email to inform you of the outcome. If successful you will be required to meet with Michelle to discuss the next steps.

**Declaration**

**I agree to liaise with the Sport Development Officer throughout the planning stages and provide updates.**

**I have read and understood the Terms and Conditions and agree to abide to the Code of Conducts.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use: Reviewed and approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**