



**HOPE PARK  
SPORTS**  
AT LIVERPOOL HOPE UNIVERSITY

# Sports Facility Hire Request Form

The Sports Facility Hire Request Form must be completed in full and returned to **sportbookings@hope.ac.uk** a minimum of **14 working days** prior to the date of the first session commencing.

Completion of the form does not guarantee or confirm the booking, once received a member of the team will review your booking request and respond to you by email, as soon as convenient, to inform you if your request has been successful. We do not reserve or provisionally book facility space.

Customer Details	
Your Name:	
Your Position:	
Telephone Number:	
Email Address:	
Will you be present at all sessions of the booking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, you will need to provide the details of the person who will, this person will become the appointed lead person.</i>	
Name of Lead Person:	
Telephone Number:	
Email Address:	

Organisation Details	
Organisation Name:	
Address:	
Telephone Number:	

Participant/Spectator Details			
Total number of participants:		Number of spectators:	

<b>Age Range</b> (complete all that apply):			
<b>5 - 10 Years</b>		<b>How many?</b>	
<b>11 - 17 Years</b>		<b>How many?</b>	
<b>18+ Years</b>		<b>How many?</b>	
If there are any young people 5 – 17 years or vulnerable adults involved in your booking you will need to provide the contact details of your safeguarding/child protection lead or the person in a similar role to this:			
<b>Name of safeguarding/child protection officer:</b>			
<b>Telephone Number:</b>			
<b>Do any of your participants require a Personal Emergency Evacuation Plan?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes you will receive further details in the Information and Guidelines Pack that is sent after the booking is confirmed.</i>			
<b>Name of First Aider:</b>			
<b>Telephone Number:</b>			
<b>Do you intend to invite opposition teams to use the facilities for fixtures/matches?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, you must inform the <a href="mailto:sportbookings@hope.ac.uk">sportbookings@hope.ac.uk</a> team of the full details at least 7 days before the date they are due to arrive to use the facilities.</i>			

Facility Hire Details					
3G Football Pitch		Astroturf Hockey Pitch		Sports Hall	
Size	Required	Size	Required	Size	Required
1/3	<input type="checkbox"/>	1/3	<input type="checkbox"/>	1/3	<input type="checkbox"/>
2/3	<input type="checkbox"/>	2/3	<input type="checkbox"/>	1/2	<input type="checkbox"/>
Full	<input type="checkbox"/>	Full	<input type="checkbox"/>	Full	<input type="checkbox"/>
Outdoor Multi Use Area		Other			
Size	Required	Size	Required	Size	Required
Tennis court	<input type="checkbox"/>	Squash court	<input type="checkbox"/>	Strength and Conditioning Suite	<input type="checkbox"/>
Netball court	<input type="checkbox"/>	Exercise studio	<input type="checkbox"/>	Rugby Pitch (Summer only)	<input type="checkbox"/>

<b>Purpose of Hire</b> (briefly outline details of any additional requirements your booking will require):			
<b>Are changing facilities required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Please state how many?</b>	
<i>NB: Maximum number of changing rooms available is 2.</i>			

Day/Dates/Duration Requirements			
<b>Day:</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
<b>Start Date</b> (from Sept):		<b>End Date</b> (up until May):	
Please advise of any dates that you will not need the booking for during this period.			
<b>NB:</b> The booking period runs from September - May, extensions will be considered but are not guaranteed. If you wish to make a booking past May please specify in the space below:			
<b>Start time:</b>		<b>End time:</b>	
<b>NB:</b> Bookings run from on top of the hour and are for a duration of 55 minutes, for each 55 minutes you require the time will be deducted at the end of the booking. i.e. 2 x 55 minutes sessions for a 5.00pm start will end at 6.50pm.			
We do not accept half an hour bookings or timings based on the length of matches.			

## Declaration

I confirm that I have read the attached terms and conditions ☐

If successful, a Facility Hire Agreement will be drawn up to confirm the booking confirmation details. We will require further information from you before the booking commences. To ensure the process is as smooth and efficient as possible please ensure you have the following documentation in place and available to send to us on request.

Please refer to the Customer Information Pack to support you in completion of the required documentation.

- A copy of your Public Liability Insurance
- Risk Assessment and if necessary a Method Statement
- Details of any person in your party who requires a Personal Emergency Evacuation Plan

If your booking involves young people and/or vulnerable adults we will also require:

- Safeguarding Risk Assessment (if not included in your main RA)
- Your Club Safeguarding & Child Protection Statement
- Safeguard Procedural Guide

Signature:

Date:

## Office Use

Status:

☐

Approved

☐

Not Approved

Name: