



## newark and sherwood

# YMCA Newark & Sherwood Community & Activity Village (NSCAV) Booking Form 2018-2019

<b>Name of Organisation/Hirer:</b>		
<b>Contact Address:</b>		<b>Invoice Address (if different):</b>
<b>Telephone Number:</b>	<b>Email:</b>	<b>Preferred method of communication:</b>

Facilities Required					
Stadia Pitch Q1	Stadia Pitch Q2	Community Pitch Q1	Community Pitch Q2	Athletics Track	Changing Rooms
Stadia Pitch Q3	Stadia Pitch Q4	Community Pitch Q3	Community Pitch Q4	In Field	Hospitality
<b>Office Use:</b>	<b>Purpose of Use:</b>		<b>Who will be using the sessions?</b> Adults      Minors      Mixed		

Contact details of hirer in charge during the booking		
<b>Name:</b>	<b>Position:</b>	<b>DOB:</b>
<b>Contact Tel Number:</b>	<b>Email:</b>	<b>Secondary Contact:</b>
<b>Day(s) of Booking(s):</b>	<b>Time of booking:</b>	<b>Expected no of people:</b>
<b>Start date &amp; Dates of Booking:</b>	<b>Length of booking:</b> Weekly   Ongoing   10 weeks   one off	<b>End date:</b>

**N.B. – PLEASE MAKE CHEQUE PAYABLE TO: YMCA NEWARK & SHERWOOD**

Office Use Only		
<b>Price Per Hour:</b>	<b>Total Price:</b>	<b>Payment Via:</b> Cash   Cheque   Invoice
<b>Booking Made By:</b>	<b>Booking Confirmed By:</b>	<b>Accounts Use:</b>

#### Data Protection

YMCA Newark and Sherwood is fully committed to carefully protecting the personal information we collect and process in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

We store the information on this form electronically in a secure online system and use this system to manage the contact details and bookings.

We would like to send you information about what we do from time to time. We will do our best to not send information too frequently and you can withdraw your consent at any time by e-mailing [mpr@nottsymca.org](mailto:mpr@nottsymca.org) with the subject YMCA Newark and Sherwood – Unsubscribe or by calling 0115 9567600 and asking to talk to someone in Marketing.

Could we send this information to you? (please circle)      **Yes**      **No**

<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Name in BLOCK Letters:</b>	<input type="text"/>		

## CONDITIONS OF HIRE

1. Hire fees and all other associated charges such as any equipment rentals must be paid at the time of booking. Invoices may be arranged for repeat customers who book more than 10 sessions after the initial booking. Invoices are payable within 28 days.
2. All bookings must finish at the time agreed on the booking form. Failure to comply may result in additional charges at the hourly rate and added to the booking charge. Frequent failure to comply with booking times will result in advanced bookings being cancelled at the discretion of the management.
3. All participants must adhere to the following conditions of hire for a facility booking. The FA Code of Conduct will be issued for all pitch users to ensure respect for all users of NSCAV. Failure to do so will be deemed as disruptive and unacceptable behaviour, which may result in the cancellation of your booking.
4. All equipment and material brought into NSCAV for use during the hire period is to be removed at the end of the hire period.
5. Any damage to NSCAV, pitches, track or equipment sustained during the hire period, will be charged for the total cost of repair including VAT & labour. The Hirer will be invoiced and invoices must be paid within 28 days.
6. Advertising relating to any meeting to be held at the NSCAV must be shown to the Manager and the wording agreed at least 14 days before the function. The Hirer shall not display or cause or encourage to be displayed by any means whatsoever any bill, poster or other material advertising the event for which the premises are hired that would result in contravention of the Town and Country Planning Act 1971 or Advertising Regulations 1984. Please do not fly post, it may lead to the cancellation of your booking.
7. No alcohol & No smoking (including e-cigarettes) is to be consumed/used at the YMCA Newark & Sherwood Community and Activity Village.
8. The Hirer is responsible for the effective control of the booking, this means you are responsible for the actions of all members within your booking, this includes the safe evacuation of all persons attending your booking in the event a fire alarm or other emergencies. The Hirer is also responsible for ensuring adequate public liability insurance is in place – a copy should be produced at the time of booking.
9. Participants, Team and Club Members under the age of 18 are to be supervised at all times.
10. It is a condition of booking that the Hirer confirms that they are aware of the principles of safeguarding children, young people and vulnerable adults and that they have taken appropriate steps to ensure that people under their supervision are not placed at risk. In order to comply with the YMCA's conditions of hire, organisations working with children or vulnerable adults must have a safeguarding policy and must ensure that Tutors/Facilitators working with their clients have an appropriate DBS check. Please tick the appropriate box for your client group:

- I confirm that we have a Safeguarding Children policy       I confirm that we have a Safeguarding Vulnerable Adults policy
- I confirm that the tutor/person facilitating our sessions has an appropriate DBS check

11. Cancellations – Notice of cancellation should be received in writing 7 days before the booking. If this is not received the Hirer will be liable for the loss of income and will be invoiced accordingly. Refunds will only be made if notice of cancellation is received in writing a minimum of 7 days before the date of the booking – Business Resource Centre, NVAC, 7 Mansfield Road, Notts, NG1 3FB
12. The YMCA reserves the right at any time before the commencement of the booking for which the facility is booked, to cancel the booking as a result of any act of God, accident, failure or damage to machinery or other equipment or breach of contract by a third party. If this becomes necessary, the YMCA will make every effort to give the Hirer notice and will refund any letting fees or charges which the Hirer has paid to the YMCA for the booking or will, alternatively, offer the hirer alternative facilities of a comparable standard. In any event, the YMCA will be under no liability in respect of any alteration, re-arrangement or cancellation of any booking other than to refund the hire fees or charges. The YMCA reserve the right to terminate a booking due to late or non-payment of invoices.
13. All bookings at NSCAV are the responsibility of the Hirer.
14. YMCA Newark & Sherwood Community and Activity Village accept no liability for loss or damage however caused.
15. All groups using NSCAV will be required to become annual members of YMCA Newark & Sherwood Community and Activity Village. This enables access to the YMCA Newark & Sherwood Community and Activity Village for bookings including the 3G Pitches and Athletics Track & building.
16. YMCA Newark and Sherwood provide wonderful programmes and facilities for people from all walks of life. By signing up to receiving marketing communications, you will receive the latest news and updates from us. We will send you only communications that we deem to be relevant for you and your needs – these include emails, newsletters, text message alerts, and social media. We fully respect and honour your rights under GDPR and as such, you can change your mind at any time in the future.

Please fill out your preferred email:

Please tick the relevant boxes below regarding these communications.

- Newark Camp     Community and Activity Village     YMCA childcare - Newark     Nottinghamshire YMCA Adventure Guides - Newark

Please send me the communications mentioned above.

I understand that I can change my mind at any time in the future.

### PLEASE ENSURE THAT ANY EQUIPMENT BROUGHT INTO NSCAV IS FULLY INSURED AND IS NOT LEFT UNATTENDED AT ANY TIME.

By signing below, you are agreeing to adhere to the Conditions of hire, FA Code of Conduct (if applicable) laid out above, failure to adhere will result in the termination of your booking.

Signature:

Date:

Name in BLOCK Letters: