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**LISS PARISH COUNCIL**

 **LISS PAVILION & WEST LISS RECREATION GROUND FOOTBALL PITCH**

**BOOKING APPLICATION FORM**

Please complete in BLOCK CAPITALS and return to the Parish Office, Liss Parish Council, The Council Room, Village Hall, Hill Brow Road, Liss, Hampshire, GU33 7LA.

Please note that this is a booking application only and not confirmation of your booking. Your booking will be confirmed in writing within 7 days of the Parish Office receiving this form.

 It is advisable to check with the Parish Office regarding date/time prior to submitting the Booking Application Form (at which point a provisional booking can be considered).

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| --- |
| Name of Club/Group/Organisation: |
| Contact Name: | Position in Organisation: |
| Address: |
| Telephone No: | Mobile no: |
| Email address: |
| Invoicing Contact Name: |
| Invoicing Address: |
| Telephone No: | Mobile no: |
| Email address: |
| Adult / Junior booking |  | Expected numbers attending | Under 16's | 16 - 65yrs | Over 65's |
|  |  |  |
| Type of Event/Activity e.g. social/sport/club: |
| Is this booking for a Commercial or Business use? |
| Do you wish to apply for the Community Hire rate? |

**Facilities Required:** (Please Circle)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Main Hall, Quiet Room & Toilets | Kitchen | TV | Sound System | Football Pitch  | Changing Rooms & Toilets |

|  |  |  |  |
| --- | --- | --- | --- |
| **Day Required** | **Times from and to** | **Starting date** | **End date** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| **Any Requests for Special Arrangements** |

**Music**

The following types of music will be played during the hire period (Please tick)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Live Music |  |  | Recorded Music |  |  | No Music |  |

Following completion please sign below to confirm that the details provided are accurate and that you have read and understood the Terms and Conditions of Hire, including the Fire Action Procedure.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Dated: | Position of Applicant in Organisation: |
| Assessment of applicable fee (see Annex C): |

Please keep a copy for your records and submit a copy of insurance if relevant.

|  |
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| **For completion by LPC:** |
| Booking approved by: | Date booking confirmed: |
| Fee to be paid: | Date fee received: |