



Havant Leisure Centre  
 Civic Centre Road  
 Havant  
 Hampshire  
 PO9 2AY  
 Tel: 023 9247 6026  
 Web: www.horizonlc.com

Waterlooville Leisure Centre  
 Waterberry Drive  
 Waterlooville  
 Hampshire  
 PO7 7UW  
 Tel: 023 9224 5900  
 Email: info@horizonlc.com

**BOOKING APPLICATION FORM**

**HIRER'S DETAILS**

Name of Organisation: ..... Position: .....

Applicant's Name and Address: ..... (MR/MRS/MISS/MS)

..... Postcode: .....

Applicant's Home Telephone: ..... Mobile: .....

Email: .....

(Please complete if different from above)

Name and Address of the Person Paying: ..... (MR/MRS/MISS/MS)

..... Postcode: .....

Home Telephone of the Person Paying: ..... Mobile: .....

Email: .....

**BOOKING DETAILS**

Centre Required:    Havant Leisure Centre        Waterlooville Leisure Centre   

Purpose of Hire: .....

Facility Required (e.g Qty of Courts)	Day	Start Date	Last Date	Start Time	Finish Time

Dates not required (including school holidays)							

Approximate Numbers Attending: Adults: ..... Juniors: .....

Please tick the box below that applies to your booking:

**Standard Booking** – I am applying for a standard block booking. Cancellation of any session must be received at least 48 hours prior to the booking date.

**VAT Exempt Booking**- I am applying for a block booking that complies with VAT Regulations (see details overleaf). **No cancellation of any session is allowed.**

**Other Bookings** - I am applying for a casual booking or an event booking.

**ADDITIONAL REQUIREMENTS**

Requirement	Quantity	Catering Requirement	Quantity
Chairs		Adult Meals	
Tables		Junior Meals	
Staggered Seating 6.1m x 5.3m		Tea/Coffee/Water	
Staging Unit		Special Dietary Requirements	
Additional Staff: Lifeguards / Swimming Instructor / Trampoline Instructor			

*If you are providing your own qualified staff a copy of their relevant certificate is required.*

Any additional information: .....

**HEALTH & SAFETY**

Do you have an appropriate First Aider?*	YES/NO - Copy of Certificate Required
If any personal equipment is being used a PAT Testing certificate is required.*	YES/NO – Copy of Certificate Required
Do you have appropriate public liability insurance?*	YES/NO – Copy of Certificate Required
Do you have a copy of your safeguarding policy?*	YES/NO – Copy required
If you are planning to deliver coaching activities, does the coach or leader possess appropriate qualifications?*	YES/NO – Copy of Certificate Required
If the booking involves young people (under age of 18) or vulnerable adults, are supervisors/coaches DBS Checked?*	YES/NO – Please provide a DBS certificate number issued within the last 3 years

Name: ..... Certificate Number: ..... Issue Date: .....

Name: ..... Certificate Number: ..... Issue Date: .....

Name: ..... Certificate Number: ..... Issue Date: .....

*\*Complete if applicable*

*If additional DBS details need to be provided, please attach a copy on an additional sheet.*

Method of Payment: Invoice  Pay on Day of Booking

I have read the booking terms and conditions and confirm that the organisation on whose behalf I am applying accepts them without reservation and that I am their duly authorised agent empowered to accept these conditions on their behalf.

SIGNED: ..... NAME: ..... DATE: .....

This completed form should be returned to the Booking Administrator at Havant Leisure Centre.  
Please be aware that no bookings are booked/confirmed until form is received.

**OFFICE USE ONLY:**

Booking Taken By: ..... Date: .....

Entered onto Plus 2: ..... Date: .....

Plus 2 Membership ID

Date of confirmation: ..... Method: .....

Total to be Charged: ..... CC: .....



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## **Terms and Conditions**

### **Terms and Conditions Specifically for Block Bookings (nil VAT) – VAT Exempt Booking**

To meet HM Revenue & Customs VAT regulations and receive a VAT reduction (nil VAT), your club/school must fulfil the following criteria (otherwise the standard rate will be charged):

- The series of bookings must consist of at least 10 sessions & cannot exceed one year.
- The interval between sessions must be more than one day, but not more than 14 days. No exceptions can be made for bank holidays and notified centre closure dates.
- Payments can be made weekly, monthly or as a lump sum.
- Dates when facility hire is not required must be stated at the time of booking.
- Should the facility not be available due to unforeseen circumstances, e.g poor weather, Horizon Leisure Centres (HLC) will provide a refund or credit without affecting the VAT status. This decision will be made by HLC
- Any additional casual bookings made by your club/school would not qualify for VAT Exemption.
- Cancellation of a block booking requires 48 hours notice.
- Cancelling a session would affect HM Revenue & Customs regulations. If a refund for a session is required the block booking will no longer qualify for the VAT exemption. All other dates within the original booking will incur an additional 20% charge.

### **Terms and Conditions Specifically for Block Bookings (Inclusive of VAT) – Standard Block Booking**

- Block bookings and lettings include all facility hire made outside of the normal casual booking system.
- Cancellation of a block booking (including VAT) will be allowed without penalty if 48 hours advance notice is given.
- Cancellation of the block booking (including VAT) less than 48 hours in advance will incur the full cost of hire for that session.

### **Terms and Conditions All Bookings other than Block Bookings**

At the time of booking a 10% deposit will be taken to secure the booking and the remaining balance is to be paid no later than 14 days prior to the event. The deposit will be refundable if we receive written notice of cancellation at least 28 days prior to the event. Cancellation made between 14 and 27 days before the event are liable for 25% of the cost, between 7 and 13 days 50% of the cost and less than 7 days 100% of the cost. Any charges for additional items will be charged immediately after the event.

## **Terms and Conditions for All Bookings**

### **Cancellations**

Where a block booking has been accepted HLC reserves the right to cancel any facility due to unforeseen circumstances or unfit use of the facility. HLC will not be liable for any other expenditure incurred or loss sustained, directly or indirectly by the Hirer or any other person, arising from the cancellation.

### **Appliances, Fixtures & Fittings**

Any appliances, fixtures or fittings intended to be used by the Hirer must be approved and agreed by HLC before any booking can be confirmed. Similarly all requirements for services e.g electricity, must be requested on the initial application form.

### **Preparation & Clearing Up**

Time must be allowed within the hired period for set up and take down of equipment. Hirers must vacate the booked area on time. Any overruns will invoke an additional charge.

## **Insurance & Damages**

- The Hirer may be required to provide evidence of a current public liability/third party insurance policy with a minimum indemnity cover of £5,000,000.
- The Hirer will be responsible for any damage to the premises or appliances during the hiring and will on demand forthwith pay any expenses incurred in making good such damage.
- The Hirer Indemnifies HLC from and against any actions, claims, costs and demands arising out of the hiring.

## **Use of the Leisure Centre**

- The Hirer shall not use the Leisure Centre for any purpose other than that stated on the booking form.
- The Hirer shall not block or close any external and internal entrances or exits of the centre.
- The Hirer will be responsible for the behaviour and control of all those participating in the hiring but the Duty Manager will have the ultimate control.
- When hiring the facilities, the Hirer must undertake to meet the levels of safety required by HLC. If such levels are not met then HLC retains the authority to take such steps as necessary to ensure safety and any additional costs for these must be paid for by the Hirer.

## **Assignment**

The hirer shall not sub-let further the facilities booked without the prior written permission of Horizon Leisure Centres. Responsibility of the booking remains solely with the hirer.

## **Catering**

No food or drink may be brought into the Centres unless prior agreements are made with HLC. Any food or drink brought onto the premises for consumption by the hirer or attendees is done so entirely at their own risk. Horizon takes no responsibility for an allergen incident which may occur as a result of this action.

## **Sale of Tickets**

The arrangements for the sale of tickets before or during any event must be agreed in writing with HLC before the date of hire.

## **Costume Characters, Lookalikes and Mascots**

Costume characters, lookalikes and mascots are not allowed on the premises unless agreed in advance with HLC. In the case of popular branded characters evidence of an official licence to wear the costume is required in advance of the booking.

## **Protection of Children and Vulnerable Adults**

Through its Child Protection Policy and Protection of Vulnerable Adults Policy HLC is committed to providing a safe and healthy environment for its employees and the users of its facilities. Anyone hiring or using HLC facilities are therefore expected to use those facilities for their proper purpose and ensure that all possible steps are taken to protect children and vulnerable adults involved in their activities from abuse.

Where a Hirer or anyone using the centre's facilities under this agreement believes that abuse of a child or vulnerable adult is occurring, the Duty Manager should be contacted immediately. Where an employee of HLC believes that a Hirer or user of the facility under this agreement is causing abuse to a child or vulnerable adult, the above policies will be followed.

## **Anyone providing sessions for children or vulnerable adults will be required to provide;**

1. Evidence/ a form showing you have the contact details of parents/carers and emergency/alternative contacts, plus information on any medical conditions of all children and vulnerable adults using the facilities.
2. Details of your emergency procedures.
3. Relevant risk assessments.
4. Welfare Officer (who has attended a Child Protection & safeguarding course).
5. Child protection policy.
6. A code of conduct.

*"Horizon Leisure Centres comply with GDPR legislation. If you would like more information regarding this please refer to our Privacy Policy online at [www.horizonlc.com](http://www.horizonlc.com)".*