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**Event Booking Form**

**Booking Details:**

­­­­­­­­­­­Club /Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirement Details:**

Seating Requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stage Requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sound & Lighting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Details**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Potential Numbers Attending: \_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insurance Details:**

Insurance Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach all insurance documents

(All clubs and groups are required to submit public liability insurance. Please ensure all details are submitted before start date).

**A booking deposit of 10% is required upon any event bookings.**

**Any cancellations must be made at least 2 weeks prior to the event or a**

**booking fee may be forfeit.**

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| **Breakdown of Costings Yes / No Price** Staged Seating: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Extra Seating: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Staging Area: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Sound & Lighting: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Total: \_\_\_\_\_\_\_\_\_ |

**If your club / group has any specific requirements please provide details:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sports Hall Rules:**

* Only non-marking sole runners / footwear may be worn in the sports hall
* Please ensure that your runners / footwear are clean before entering the sports hall.
* Any spillages or marks should be reported to a member of staff.
* There is strictly NO CHEWING GUM allowed in the hall.
* Children under the age of 12 must be accompanied by an adult.
* Under NO CIRCUMSTANCES can high-heeled shoes, boots or sandals or any type of outdoor footwear that may damage the surface of the floor be worn in the sports hall.
* MLC staff will carry out spot checks on groups and individuals to ensure that this policy is adhered to.
* No furniture or equipment can be moved around or out of the sports hall, if this is required please report to a member of staff.
* All damages must be reported to Centre reception immediately after the incident.
* Users are prohibited from hanging on the basketball rim, pulling on the basketball rim, dunking etc. for your safety and the safety of others. Individuals who dunk or hang, etc. or violate this policy in any manner will automatically be asked to leave the facility

**Car Park Rules and Regulations:**

* A speed limit of not more than 10kph must be observed by any vehicle within the premises of MLC.
* Cars must not be parked at any of the entrances or exits or in any way inconvenience other users.
* MLC does not accept liability for loss of or damage to any motor vehicle or its contents.
* Parents should ensure that children waiting outside the facility do not run around the entrance to the facility, car park, and auditorium area as this poses a potential danger for children and vehicles. In the event that staff witness children playing in this area they should inform the children’s parents.

**All rules are subject to change by MLC. The non-enforcement of any of the Rules is not a waiver of the Rules and shall not prejudice MLC taking any subsequent action.**

**Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree to the terms and conditions on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as set out by Mitchelstown Leisure Centre and agree to its terms of usage.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MLC Staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Consent form:**

Can MLC contact you via: Phone

 Text

 Email

***MLC will only use the information you have provided for our records, it will not be shared with a third party at any time. You the member retain the right to inform us to delete your records upon cancelling membership with MLC otherwise the information will be retained on file for a maximum of a seven year period. All personal information is stored and is not accessible to any third party at any time.***