

South Dartmoor Community College

BOOKING FORM FOR HIRE OF PREMISES AND SPORTS FACILITIES

Ashmoor Sports Centre, South Dartmoor Community College, Balland Lane, Ashburton, Devon, TQ13 7EW
Tel: 01752 698315

**This completed form must be signed and returned by email to the Ashmoor Sports Centre,
ashmoor@southdartmoor.devon.sch.uk ASAP
prior to the letting taking place.**

HIRER TO COMPLETE: (if handwritten, please complete in capitals, using a black ball point pen and email the form)

Name of Club and Hirer: _____

Address of Hirer: _____

Named Staff Members Onsite: _____

*(*Due to COVID-19 site numbers are being restricted, only staff named on the form will be allowed access to the site)*

Hirers Contact number: _____ Signature: _____

COVID-19 Officer: _____ Contact Number: _____

By signing this form, I confirm as the hirer that I have read and agree with the College's Conditions of Contract, COVID-19 Expectations, Risk Assessment and will ensure they will be enforced at all times.

Facilities Required	Date	Start time	Finish time	Notes

Purpose of Hire: _____

Special Arrangements or additional equipment: _____

Signature of COVID-19 Officer: _____ (Signature confirms that the COVID officer has read all the documentation sent by SDCC and will adhere to all guidelines and expectations).

SOUTH DARTMOOR COMMUNITY COLLEGE TO COMPLETE:

Approved By: _____ Signature: _____ Date: _____

Date Received: _____ Category of Letting: _____

Date booked on database: _____

Facilities Required	Charge	VAT	Notes
TOTAL			Receipt No