



MAGNUS CHURCH OF ENGLAND ACADEMY

At the Heart of Our Community

## BOOKING FORM FOR LETTINGS

All relevant information must be filled in and returned to the Bookings Team prior to the event taking place.

Name: \_\_\_\_\_

Name of group: \_\_\_\_\_ Age range of group: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Facility required: \_\_\_\_\_ Purpose of Hire: \_\_\_\_\_

Day(s) required: \_\_\_\_\_ Time required: from \_\_\_\_\_ to \_\_\_\_\_

Additional equipment required:

\_\_\_\_\_  
\_\_\_\_\_

**Please take time to read through our terms and conditions, these can be found by clicking the link below.**

<https://www.magnuscommunitycentre.co.uk/terms>

### **Missed Bookings**

If three consecutive bookings have been missed without contacting the lettings team we hold the right to cancel the remaining booked appointments and to seek reimbursement for any booking fees that would otherwise fallen due to the Magnus Church of England Academy.

### **Legal Requirements**

Are you intending to sell alcohol at this event? Yes/No

**If yes** written permission must be sought beforehand and copy of the licence must be received by The Academy no later than 7 days before the event.

Is there to be an outside caterer? Yes/No

**If yes please give details and evidence of their Food Hygiene Certificates and confirm Risk Assessments.** \_\_\_\_\_  
\_\_\_\_\_

Are there any outside service providers? Yes/No

***If yes please give confirmation prior to the start of the event.***

---

---

**Payment Details**

Cost Quoted: \_\_\_\_\_ Payable by: \_\_\_\_\_

**Web Site**

We have a website and Facebook Page to help promote the Sports Centre and lettings and would welcome your input onto this site.

Could we therefore please ask you for the following:

Name of club / group to be displayed \_\_\_\_\_

Age and gender groups \_\_\_\_\_

Phone number (if required) \_\_\_\_\_

Email (if required) \_\_\_\_\_

Facebook Page (if required) \_\_\_\_\_

Website (if required) \_\_\_\_\_

Our web address is <https://www.magnuscommunitycentre.co.uk>

Facebook page <https://www.facebook.com/newarkmagnus/>

**I agree I have read the terms and conditions and comply with these rules.**

Signed \_\_\_\_\_ Date \_\_\_\_\_