

# Black Prince Community Hub

## FACILITY HIRE REQUEST FORM



Club/Organisation/Individual	
Contact No. & Mob	
E-Mail Address	
Address	

**Facility to hire (please circle):** Regal Basketball Court, Jordan Basketball Court, Boxing Studio, The Space

*Note: Bookings are provisional until the booking form has been returned and the request has been confirmed.*

<b>Date(s) of Hire:</b> (Please specify)	<b>Time(s):</b>

**Please read carefully and sign the conditions of hire below.**

### **Conditions of Hire:**

- Black Prince Trust reserves the right to terminate any hire agreement at any stage.
- Any property and/or vehicles left on the premises are done so at the owner's risk.
- Black Prince Trust accepts no responsibility for injuries or accidents to participants during their sessions.
- Users are responsible for leaving all facilities used, including changing areas and toilets, in a clean and tidy condition.
- No food or drink is to be consumed within the hired areas. Any additional cleaning costs incurred will be charged to the user(s).


- Avoidable damage caused to the lights, fire alarms, smoke fittings, window protectors etc. to the facilities, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Users are not allowed to use any vinyl's, stickers or banners to walls or the floor without BPT's permission. If the trust approves, BPT have the right to charge deposit in case damage is caused.
- Please report damage caused to any of the facilities as soon as possible, either to the [Lou@blackprincetrust.org.uk](mailto:Lou@blackprincetrust.org.uk) or call 02078402904 as soon as possible.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts.
- Black Prince Trust will notify the user(s) of unfit playing conditions, giving at least 24 hours notice (where possible) of cancellation. No fee will be owed if cancellations are as a result of bad weather or necessity by the Trust.
- Cancellations incurred less than 48 hours before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed.
- Please respect the local residents by keeping the noise to a minimum when in the carpark and leaving the premises.
- **Fire action notices are located on site as are they specified in the user guide provided by BPT. Please read these and ask all group members (all users) to do so.**

**Please make all of your club members, participants and opposition members aware that Black Prince Trust is on a residential site where speed limits apply. Please drive sensibly and cautiously at all time.**

*I have read the above conditions and made all of my club members aware of them and agree to abide by them.  
I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.*

*To comply with the Data Protection Act (1998) we must ask for your permission to store and process your personal and sensitive data for this purpose.*

**I give consent for Black Prince Trust to record sensitive personal information I have provided above. The data will be used for administration purposes only and signed booking forms will be destroyed after booking commences.**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

**Please note as part of our GDPR policy you can request to see our data privacy notice on what data we hold on you and what is used for. You can opt out at any point by contacting our office on 0207 840 2904 or email [Maria@blackprincetrust.org.uk](mailto:Maria@blackprincetrust.org.uk)**

*(Please retain a copy of this booking form as reference.)*