

# KGS Sports Centre Booking Form

## How to Book

Completed forms should be returned to [leisure.culture@orkney.gov.uk](mailto:leisure.culture@orkney.gov.uk)

SDO contact details are: Email [kirkwallsportscentre@glow.orkneyschools.org.uk](mailto:kirkwallsportscentre@glow.orkneyschools.org.uk) Telephone 01856873535

You will receive confirmation of your booking by email.

### Name of Club/Organisation:

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Booking made by:		Invoice to be sent to:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Postcode:		Postcode:	
Email address:		Email address:	
Phone number (daytime):		Phone number (daytime):	
Phone number (evening):		Phone number (evening):	
Mobile phone number:		Mobile phone number:	

Booking title (e.g. U15 training):		Junior or Senior:	
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Activity:	Start date:	End date:	Number of weeks:	Option 1 – day:	Option 2 – day:	Option 1 – time:	Option 2 – time:

Exclusion dates:	
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**Facilities required:**

Outdoor		Indoor	
3G pitch – 1/3.		Games hall.	Fitness suite.
3G pitch – 1/2.		Gym hall.	Classroom.
3G pitch – full.		Dance studio.	Dining area.
3G pitch game and changing			
Grass pitch and changing.		Multi-purpose area only.	Café.
Grass pitch only.		Dance studio and multi-purpose area.	

**Equipment required/set up:**

Football goals (small/5 a-side/full size).		Balls (type and number).	
Netball posts (specify height).		Cones (number).	
Badminton posts and nets.		Bibs (sets).	
Additional equipment/information:			

Attendance Numbers

Please indicate estimated numbers of participants, officials and spectators attending	
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### Child protection – for junior bookings only

Does your club have a Child Protection Policy and Officer in place?	Yes / No
CPO Name:	
CPO Contact Number:	
I confirm that all coaches and volunteers working for/ with our team have a current, satisfactory disclosure check, and hold an appropriate qualification.	Yes / No

### Club/Group Insurance

Please provide details of Club/Group insurance held.	
Policy provider.	
Policy number.	

Copies of documentation may be requested to be held on file.

### Risk Assessment

All clubs / groups are required to provide a basic risk assessment for their activity at the time of booking.	
Club Risk Assessment submitted?	Yes / No

### COVID Requirements

Currently we don't require additional information for COVID-19 protocols. However, we suggest that COVID-19 precautions are included in your risk assessment. Should additional COVID-19 measures be required at any time, we will contact clubs to ask for relevant information.
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## Terms and Conditions of Use

- The Centre is available for hire during evenings on weekdays and at weekends. The school has priority from 9:00 – 17:30. Additional time may be available during school holidays or for special events.
- Any cancellations must be made with 7 days' notice or Hirer will be charged in full. Cancellations received at short notice due to bad weather or government restrictions may not be charged at the facility's discretion.
- Management reserve the right to interrupt regular bookings for special events e.g. Inter-County matches, large competitions and high-profile weekend events.
- In the event of the need to alter or cancel any booking we will endeavour to offer alternative sessions wherever possible. Cancellations due to weather conditions or government restrictions may not be charged at the facility's discretion.
- Thirty minutes will be the minimum booking period.
- Charges will include provision of basic equipment for activity where available.
- Setting up and clearing away will be carried out within the hire period. Special arrangements will be made in exceptional circumstances.
- Care must be taken using any equipment and any damage or faults must be reported to the staff on duty.
- A nominated person must be responsible for each session and be able to assist in evacuating the group in the event of an emergency.
- Access to the sports centre is via KGS main entrance and outdoor activities will exit and return using the PE Department door unless otherwise informed.
- All groups must be aware of the need to have adults who are adequately trained and PVG registered if they have children and vulnerable people within their group – further information is available from OIC Active Schools team or Community Sports Officer.
- Clubs must ensure they hold a first aid kit during bookings.
- Clubs must submit a Risk Assessment.
- Club members must not cause inconvenience to other users or cause damage to any part of the building or equipment. Any damage must be reported to a member of staff, and repair may be charged to the club or individual. Management reserve the right to suspend anyone whose irresponsible behaviour causes damage to any part of the building or its contents.
- Food or drinks (excluding water) are not allowed on the playing surfaces and all areas must be kept as tidy as possible with litter disposed of in bins provided.
- Security of personal belongings is the responsibility of each person.
- Appropriate indoor non-marking footwear must be worn on all indoor playing surfaces.
- Footwear for outdoor sport (e.g. studs) must not be worn inside the building.
- Parents or responsible adults must accompany their children (under 16) to the venue and are responsible for their children's safety before and after the booking.
- If you would like to amend or discuss your booking, please contact Orkney Islands Council.

## Data Protection Privacy Notice

We require the information on this form in order to process your booking application. Providing this public service is the legal basis for the Council's lawful processing of your personal information. The information may be shared within the local authority.

The information relating to this application will be retained for the period stated in the Council's retention and disposal schedule. For more information about how we process information, please contact us or visit <https://www.orkney.gov.uk/Online-Services/privacy.htm>.

## Declaration

I have read and understood the conditions of hire and agree to abide by them. I will not infer that by submission of this application form, the booking will be accepted. I agree that this application is provisional, subject to availability of facilities, until confirmation has been made. Club invoices will be sent out monthly in arrears. I understand that if I cancel with less than seven days' notice, I will be charged in full.

Sign:

Print:

Date:

## For Office use only:

Scuba contract reference:			
Date booking received:		By:	
Confirmed booking:		By:	
Following information provided:			
Copy of Risk Assessment:		Insurance Details:	Child protection information: