



**OUTWOOD ACADEMY FOXHILLS**  
 2 FOXHILLS ROAD, SCUNTHORPE, DN15 8LJ Tel: 01724 292920  
 Email: [lettings@foxhills.outwood.com](mailto:lettings@foxhills.outwood.com)

**Application for Block Booking Hire**

Please complete all sections and return to the Academy Lettings Coordinator

<b>Name of Club/Organisation</b>			
<b>Name of Hirer</b>			
<b>Address</b>			
<b>Name &amp; Address for Invoices *if different from above</b>			
<b>Contact Numbers (Office &amp; Coach/Teacher)</b>			
<b>Email Address</b>			
<b>Facility Required</b>			
<b>Sport/Activity</b>			
<b>Changing Facilities required?</b>			
<b>Day</b>			
<b>Start Date</b>		<b>Finish Date</b>	
<b>Start Time</b>		<b>Finish Time</b>	
*Please note: The time you have booked includes setting up and putting away. You must vacate the area with your equipment by the end of your booking time. Additional charges will be incurred if your activity finishes late.			
<b>Number of Participants</b>			
<b>Participants Age Range (If Juniors under 18)</b>			

**\*Payment Methods** - Invoices for lettings hire may be settled by cash, cheque or BACS transfer

Office Use Only			
Area/ Facility	Time Required		Hourly Hire Charge £
	FROM	TO	
<b>Total Weekly Charge</b>			
		Yes	No
Copy Of Signed Contract received & checked			
DBS received (CRB) - if applicable			
First Aid Certificate received - if applicable			
Copy of EAP/ Risk assessment received			
Confirmation Letter Sent			
Lettings Pack Sent Including: *Health & Safety, Fire & Emergency Procedures *Map & Directions			
Notes			
<b>Signed Off By</b>		<b>Date</b>	