



MARL PITS



BOOKING APPLICATION FORM

School Swimming Lessons

2020/2021

Thank you for your interest in Swimming Lessons at Marl Pits Leisure Centre! Please fill out the following form in block capitals and ink pen. If you have any queries relating to any of the questions, or have any problems completing this form, please do not hesitate to contact us and a member of staff will be only too willing to provide assistance. When complete, please return to:

Marl Pits Leisure Centre, Newchurch Road, Rawtenstall BB4 7SN
Telephone: 01706 226850 Email: lesley.wells@rltrust.co.uk

HIRER'S CONTACT DETAILS

Name of School:

Hirer's full name:

Title:

First name:

Surname:

Hirer's position in relationship to School, where applicable,
(e.g. Head Teacher, Secretary, Bursar, Teacher, etc.):

Address of School:

Post Code:

Daytime Tel. No:

E-mail Address:

Please provide a second contact name and details:

Title:

First name:

Surname:

Daytime Tel. No:

E-mail Address:

INVOICE REQUEST

Name of School:

Full name of person who invoice is to be
sent to, if different from that of the Hirer:

Title:

First name:

Surname:

Position in School:

Full postal address that the invoice(s) should be sent to:

Post Code:

SCHOOL REQUIREMENTS

BOOKING DETAILS

	FIRST CHOICE	SECOND CHOICE
Preferred Day:		
Morning Session:	YES/NO	YES/NO
Afternoon session:	YES/NO	YES/NO
Third Teacher Required	YES/NO	YES/NO
Transport Required:	YES/NO	YES/NO
Preference (please highlight):	30 Minute Lessons OR 60 Minute Lessons	
Year Group Attending (please highlight):	Years 2 & 3 OR Years 4, 5 & 6	

Wk. No.	Date Wk. Comm.	Dates Required (please tick)
1	30/03/2020	
2	06/04/2020	HOLIDAY
3	13/04/2020	HOLIDAY
4	20/04/2020	
5	27/04/2020	
6	04/05/2020	
7	11/05/2020	
8	18/05/2020	
9	25/05/2020	HOLIDAY
10	01/06/2020	
11	08/06/2020	
12	15/06/2020	
13	22/06/2020	
14	29/06/2020	
15	06/07/2020	
16	13/07/2020	
17	20/07/2020	HOLIDAY
18	27/07/2020	HOLIDAY
19	03/08/2020	HOLIDAY
20	10/08/2020	HOLIDAY
21	17/08/2020	HOLIDAY
22	24/08/2020	HOLIDAY
23	31/08/2020	
24	07/09/2020	
25	24/09/2020	
26	21/09/2020	

Wk. No.	Date Wk. Comm.	Dates Required (please tick)
27	38/09/2020	
28	05/10/2020	
29	12/10/2020	
30	19/10/2020	HOLIDAY
31	26/10/2020	
32	02/11/2020	
33	09/11/2020	
34	16/11/2020	
35	23/11/2020	
36	30/11/2020	
37	07/12/2020	
38	14/12/2020	
39	21/12/2020	HOLIDAY
40	28/12/2020	HOLIDAY
41	04/01/2021	
42	11/01/2021	
43	18/01/2021	
44	25/01/2021	
45	01/02/2021	
46	08/02/2021	
47	15/02/2021	HOLIDAY
48	22/02/2021	
49	01/03/2021	
50	08/03/2021	
51	15/03/2021	
52	22/03/2021	

DECLARATION

I confirm that I have received and read a copy of the Rossendale Leisure Trust School Swimming Policy 2020.

Hirer's signature: _____ Date: _____

I have read and agree to comply with the stated booking conditions.

Hirer's signature: _____ Date: _____

Please print full name: _____

- ROSSENDALE LEISURE TRUST USE ONLY -

Date Application Received	Processed By:	Successful/Unsuccessful	Date Notification Sent
/ /			/ /

Notes:

***Please attach letter of confirmation/rejection to this application form.**

TERMS & CONDITIONS OF HIRE

1. Rossendale Leisure Trust is committed to the principles and practice of Equal Opportunities and, subsequently, to providing a diverse and exciting range of activities for ALL members of the community. We will assess every booking application on its own merits. Therefore, to assist us to process your application fairly and efficiently, it is vital that you fully complete ALL the sections that relate to your particular type of booking.
2. Rossendale Leisure Trust reserves the right to cancel your booking at any time during the letting period; wherever possible, we will endeavor to give at least one week's written notice of cancellation. However, there may be occasions when it is not possible to give this period of notice, e.g. in the event of unforeseen closure of the building or any of its internal or external areas, if urgent repairs/maintenance needs to be undertaken etc., in which case we will make every effort to contact you by telephone.
3. If you find it necessary to cancel your booking at any time during the letting period, Rossendale Leisure Trust requires at least one month's notice in writing, otherwise you will be charged for any part of your booking which is not rebooked and paid for by another user.
4. You will be invoiced for the whole period of the booking at its commencement.
5. Rossendale Leisure Trust reserves the right to amend fees and charges at any time during the letting period. Certain bookings may attract additional charges, e.g. for the provision of extra staff, special equipment etc., in which case you will be notified, in writing, prior to acceptance of the booking.
6. If you find any of the facilities, equipment/apparatus unclean, defective, in need of repair etc., or you or your School's members are unhappy with any part of your School's booking or our service, please report this to Reception immediately and complete and return a written Customer Feedback Form as soon as possible.
7. Rossendale Leisure Trust is obliged to comply to specific Accident and Incident Reporting Procedures; please report to Reception immediately should either of these occur on our premises or its external grounds.
8. For reasons of health and safety, fire regulations, licenses, permits, etc., the areas/rooms within Rossendale Leisure Trust's buildings have a maximum number of people for each individual booking area and the building as a whole. Each Facility Manager will take into account your initial headcount figures and inform you of the maximum number of people permitted for your hire area(s). You must inform Management if your School's attendance exceeds the stated maximum capacity for your particular hire area.
9. If you wish to invite the media or arrange for any media coverage of your special School's booking – please report the details to Reception prior to the date.
10. Please note that if you, any member of your School or persons connected with your School wish to use photographic and/or video equipment it must be reported to Reception and the necessary forms completed.
11. Facilities within Rossendale Leisure Trust have their own supply of equipment (both for hire and for sale); the Trust does, however, recognise that this is not exhaustive or extensive and the fact that many Schools sometimes bring their own additional/specialist equipment* into the Trust's premises. Please note that Rossendale Leisure Trust does not accept any responsibility and is not deemed liable in terms of care, maintenance, storage, insurance, etc., relating to these items. However, it is advisable that you ensure that all privately provided items are safe, in a good state of repair and appropriate for the age, experience and competence of your School's members. Please be aware that it is ONLY the responsibility of the Trust's employees to move, assemble and dismantle its own equipment. (*The exception to this is the use of your own electrical equipment – where test certificates will need to be provided for appropriate equipment.)
12. Please ensure that all junior members and/or vulnerable adults are supervised at all times – particularly when outside the School's booking area.
13. Please do not take food and drinks into your booking area unless otherwise agreed with Management.
14. Please note that this document is not intended to be a full and comprehensive list of Conditions of Hire. Rossendale Leisure Trust reserves the right to amend conditions, rules, regulations and procedures at any time with the agreed letting period.
15. A copy of the Rossendale Leisure Trust's Schools' Swimming Policy, the Emergency Action Plan, Schools' Fire Evacuation Procedure and the Normal Operating Procedure will be included in the Application Pack. Please sign and return the acknowledgement of receipt and booking application to the Swimming Pool of your choice.

Written notification will be sent to you to inform you if your application has been successful or if we are unable to accommodate your booking at the present time. We will make every effort to offer you a suitable alternative.

We take great care to ensure that any information we hold about you is kept safe and secure. The personal information you have provided will be used to process and confirm your request.

For further details on how we use and store your personal information please refer to our privacy policy at www.rltrust.co.uk



www.rltrust.co.uk

Adrenaline: 01706 227016 Marl Pits: 01706 226850

SOP NO: MPLC-CR5-DOC-024