

SPECIAL EVENTS APPLICATION FORM

Name of Group/Organisation/Body: _____

Name and Address of person responsible: _____

For payment at the time: _____

Telephone Numbers: Home: _____ Business: _____

Area(s) to be used	Date	Time(s) including preparation & clearing away

Equipment required: (please be specific, i.e. public address system, chairs, tables etc.)

Evidence of insurance cover indemnifying the council in respect of public liability must be produced. It is in your own interest that you have this cover.

In the event of a cancellation (or non-appearance) of a booked event, the management of the Fermanagh Lakeland Forum reserve the right to charge part or all of the agreed booking fee.

All clubs who coach/instruct/manage U18 years old must comply with their organisation's child protection policy and Fermanagh and Omagh District Council child Protection Policy. Copies of the policy are available on request from Fermanagh Lakeland Forum Reception.

CLUB BOOKINGS

1. Is your club affiliated to a governing Sports Body? YES/NO

2. If you answered "yes" to the above question, please provide contact details:

3. If you are affiliated, please attach a copy of your Club Constitution

4. If you coach/instruct/manage an U18 team/individuals,
Please attach a copy of your child protection Policy

5. Please attach a copy of club Insurance

6. Please provide names and addresses of office bearers of club:

Chairman

Treasurer

Secretary

Tel: _____

Tel: _____

Tel: _____

Qualification Attached

Qualification Attached

Qualification Attached

7. Please provide names and addresses of all coaches who will coach/instruct u18's on Council premises. Please also enclose copies of coaching qualifications and evidence of completed Child Protection training.

Coach Name

Coach Name

Coach Name

Tel: _____

Tel: _____

Tel: _____

Qualification Attached

Qualification Attached

Qualification Attached

FITNESS ROOM

All bookings/use of Fitness Room by school groups must be supervised by a teacher from the school.

Declaration

I hereby apply for use of facilities at Fermanagh Lakeland Forum which are set out in this document. I understand that if my application is successful, confirmation will be sent to me at the address below. I have read and understand the conditions of booking and agree to abide wholly by them.

Signature: _____ Date: _____

Name (in print) _____

Address: _____

Position in Club: _____ Tel No: _____

Office use only: