

## Omagh Leisure Complex

Old Mountfield Road, OMAGH

Phone: 028 8224 6711

Issue: May 2018

### BLOCK BOOKING APPLICATION FORM

NAME OF ORGANISATION/CLUB: \_\_\_\_\_

ORGANISER – NAME & ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (Mob): \_\_\_\_\_

#### ACTIVITY: \_\_\_\_\_

Please note the following for Hall/Pitch Bookings:-

1. Minimum **45** minute sessions commencing **ON THE HOUR** – depending on set-up requirement
2. Customers must vacate immediately upon call-off. Last Evening Session Ends: **9.50pm & 5pm** (weekends)

Please note the following for Pool Bookings:-

1. Minimum **50** minute sessions – depending on set-up requirement
2. Customers must vacate immediately upon call-out. Last Evening Session Ends: **9.40pm & 5.10pm** (weekends)

#### PLEASE COMPLETE FULL LIST OF DAYS, DATES, TIMES AND FACILITY REQUIRED

Day of week	START Date:	END Date:	Time	FACILITY REQUIRED	COST £	Office Use Signature

#### PLEASE COMPLETE FULL LIST OF EXCEPTIONS i.e, DAYS, DATES, TIMES AND FACILITY NOT REQUIRED

Day of week	START Date:	END Date:	Time	FACILITY REQUIRED	COST £	Office Use Signature

#### SPECIAL ASSISTANCE:

In the event of an emergency evacuation, do you or anyone in your party require special assistance? **YES / NO**  
If yes, please inform reception on your arrival and detail below:

### CLUB BOOKINGS

1. Is your Club affiliated to a Governing Body of Sport? 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. ☐ Attached
  4. If you are affiliated, and coach/instruct/manage an U18 team/individuals, please attach a copy of your Child Protection Policy. If you do not have a Child Protection Policy, you must obtain and agree to abide by the Fermanagh & Omagh District Council's Child and Adult Safeguarding Policies ☐ Attached

Please provide names and addresses of office bearers of the Club:

_____	_____	_____
(Chairman)	(Treasurer)	(Secretary)

_____	_____	_____
Tel: _____	Tel: _____	Tel: _____

5. Please provide names & address of all coaches who will coach/instruct U18's on Council premises (continue on separate sheet if necessary). Please also enclose copies of coaching qualifications:

_____	_____	_____
(Coach Name)	(Coach Name)	(Coach Name)

_____	_____	_____
Tel: _____	Tel: _____	Tel: _____
<input type="checkbox"/> Qualifications Attached	<input type="checkbox"/> Qualifications Attached	<input type="checkbox"/> Qualifications Attached

### **PLEASE ATTACH A COPY OF YOUR CHILD / VULNERABLE ADULT SAFEGUARDING POLICY**

**All clubs who do not have a Child / Vulnerable Adult Safeguarding Policy in place and who coach/instruct/manage U18 children must comply with the Fermanagh & Omagh District Council Adult and Child Safeguarding Policy.**

**Please Sign to Comply with FODC Child/Vulnerable Adult Safeguarding Policy:** \_\_\_\_\_

### **VAT EXEMPTION:**

- **I wish to apply for VAT exempt status and agree that my booking satisfies all 8 conditions as outlined at point 2 under "Booking Conditions"** YES/NO  
*If you have answered "No" to the above question, please see item 3 under "booking conditions".*

- **DO YOU INTEND TO APPLY FOR CREDIT FACILITIES:** YES / NO

1. All credit bookings will be accepted on the understanding that a monthly VAT invoice will be prepared on the basis of the original booking (**regardless of whether facilities are used or not**).
2. Credit Terms are strictly 30 days – if payment in full is not received within 30 days, all credit facilities will Cease immediately.
3. Cancellations will be accepted under conditions specified at item 7 below.
4. Fermanagh & Omagh District Council reserves the right to cancel bookings at their discretion and will attempt to offer reasonable notification to all bookings in this event.

## **BOOKING CONDITIONS**

1. ALL CLUB BOOKINGS **must** provide evidence of insurance with employer's liability up to £10 million and public liability of £5 million. Your club's Public Liability Insurance must indicate the teams name and number of teams to be covered by insurance ie: Senior team, Reserve Team, 3rd team etc and if the Club has junior teams (U10.s, U11's, U12's etc) they also must be identified in the insurance policy. It is not enough for the policy to say the name of the club, therefore we will require full details of all teams covered by the insurance under the one Club's policy.
2. Subject to the following conditions being satisfied, block bookings may be exempt from VAT i.e. VAT will not be charged:
  - (a) The series consists of 10 or more sessions
  - (b) Each of those sessions is for the same sport or activity
  - (c) Each session is in the same place. This condition is still met where a different pitch, court or lane is used as long as these are at the same establishment.
  - (d) The interval between each session is at least one day (24 hours must elapse between the start of each session) but not more than 14 days.
  - (e) There is a written contractual agreement between both parties that all sessions will be paid for in full.
  - (f) The hirer cannot be allowed to cancel any sessions and receive a refund.
  - (g) The hirer has exclusive use of the area/facility specified.
  - (h) The hirer is; a school, a club or an association representing affiliated clubs or constituent associations

Please note that all of the above conditions must be complied with or VAT will become due for the entire series of bookings as per HMRC regulations.

In addition to this, we have the following payment procedures attached to this VAT exemption:

### **Where credit facilities are agreed:**

In order to avail of the VAT exemption, block bookings will be invoiced in monthly blocks, one month in advance and must be paid for at the date of invoicing.

### **Where credit facilities are not in place:**

In order to avail of the VAT exemption, block bookings must be paid for in their entirety

3. For bookings that are VAT inclusive, payment for each booking must be made at Reception **BEFORE** the facility is used. ***(Pay before Play Policy) Approved Credit Accounts exempt***
4. Block Booking Period will be indicated on your letter of confirmation. Exception periods (days facilities are NOT required) must be outlined clearly at the application stage.
5. Due to expected demand for block bookings we cannot guarantee all requests will be accommodated. Every effort will be made to allocate bookings fairly and amicably.
6. Training on other facilities e.g. Running Track, pool etc is prohibited to Club users unless payment is made in advance at reception for additional facility use.
7. In the event of one-off cancellation, we require **24 hours notice**. FULL PAYMENT will be required if less than 24 hours or no cancellation notice is received. This rule will be strictly enforced.
8. Cancellation of the entire block booking session requires notification in **WRITING** and must be made two weeks in advance of the cancellation.
9. Management reserve the right to alter or cancel bookings in the event of accommodating a SPECIAL EVENT and should you not comply with conditions synonymous with the smooth operation of the facility. (Sufficient Notice will be given in the event of any change to the booking.)

**CLUB BOOKINGS - PLEASE NOTE:**

- (1) All clubs who do not have a child protection policy and coach/instruct/manage U18 children must comply with the Fermanagh & Omagh District Council Adult and Child Safeguarding Policy.
- (2) Copies of the policy are available on request from Omagh Leisure Complex Reception or on the Council's web page.
- (3) Evidence of insurance for public liability of £5 million must be provided before booking will be accepted and employers liability up to £10 million (if applicable).

Please ensure all sections of this form are complete and forwarded to:

*Business Services Manager, Omagh Leisure Complex, Old Mountfield Road, Omagh, BT79 7EG*

**ALL ENVELOPES MUST HAVE "BLOCK BOOKING REQUEST" CLEARLY WRITTEN ON THE OUTSIDE**

**Declaration**

I hereby apply for use of facilities which I have detailed overleaf. I understand this proposed booking is subject to approval and if successful, confirmation details will be forwarded to the address supplied. I have read and understand the conditions outlined above and wish to proceed with my booking on this basis.

**HIRER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

We would like to occasionally send you information on facilities and services. If you wish to receive this information please tick this box ☐

If you agree to receive information but, at any time, decide you would like to stop receiving it, please contact the Sales and Membership

Coordinator on 028 822 46711 or email [lynette.beattie@fermanaghomagh.com](mailto:lynette.beattie@fermanaghomagh.com)

**DATA PROTECTION**

In accordance with the Data Protection Act (as amended from time to time), Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The information you provide on this form will only be used for the purpose of placing a reservation for services or facilities at Omagh Leisure Complex and will not be shared with any third party unless law or regulation compels such a disclosure. For further information on how we hold your information, please visit the Privacy section at [www.fermanaghomagh.com](http://www.fermanaghomagh.com)

**Hirer's Checklist:**

Club Constitution Attached: YES / NO

Club Child Protection Policy Attached: YES / NO  
OR Agree to abide by Adult/Child Safeguarding Policy: YES / NO

Public Liability Insurance Attached: YES / NO

Coaching Qualifications Attached: YES / NO

**Office Use Only:**

Date Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

VAT exempt Status Confirmed: YES / NO

Evidence of Child Protection attached: YES / NO

Evidence of Insurance attached: YES / NO

Approved by Manager on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Mgr: \_\_\_\_\_

Confirmation Letter sent on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Letter sent by: \_\_\_\_\_