



Booking form – Sports facilities and equipment

Group / organisation			
Group leader			
Address		Invoice name and address (if different)	
Email address			
Daytime telephone no.		Mobile telephone no.	
Date(s) requested	Please list dates for weekly lettings overleaf		
Start time		Finish time	
Approx number of participants		Age range of participants	
Facilities requested (please tick where appropriate)			
Astro turf		<i>Please ensure that you have read the 'Facilities and Lettings Hire Procedure and agree to adhere to them throughout the duration of your letting at Lea Green.</i>	
Badminton			
Sports hall			
Other		<i>It is strongly recommended that you bring a first aid kit and that you include in your party someone who is first aid trained.</i>	
Equipment requested <i>(Any portable electrical equipment you bring yourself should be fully P.A.T. compliant)</i>			
Please enter your DCC Cost Centre for internal charging (if applicable)			
Signature		Date	
<p>* Please note that cancellations giving less than 7 days notice will be charged 50% of the cost of the letting, and cancellations giving less than 24 hours notice will be charged 100% of the cost of the letting.</p> <p><i>Please return this form to Lea Green within 2 weeks of the date of your enquiry. If we have not received your completed form within this time scale your enquiry details will automatically be removed from our system.</i></p> <p>Lea Green Learning and Development Centre, Main Road, Lea, Matlock, Derbyshire, DE4 5GJ Tel: 01629 534561 or email: leagreen.admin@derbyshire.gov.uk</p>			

