****

**Pool Booking Request Form 2018 (Private Hire)**

**Bookings will only be confirmed on receipt of required documents / payment.**

Contact Private Hire Co-ordinator Michelle Hide to check availability before completing form

07795 578723/ michellehide@hotmail.co.uk

**Booking Detail** (Please complete in Block Capitals)

**Name: ................................................................................................................................................**

**Address: .............................................................................................................................................**

**………………………………………………………………………………………………………………………………………………………….**

**Date of hire: .................................................... Time from / to: ...................................................**

**Duration of Hire (Hrs): ................................... Number of swimmers: ........................................**

**Mobile telephone number: ........................................ Email: ............................................................**

**Signed: ...............................................................................................................................................**

**Charges**

£50 for a 2 hour booking. £15 per hour thereafter. Minimum of 2 hours per booking.

**Conditions of Hire Form**

Conditions of hire must be signed and returned with this booking form along with completed Insurance document. Please ensure you have read and understood the agreement.

**Terms and Conditions of Hire**

1. The hire is for the use of the pool and changing area only. No one is permitted to use the school field or any other school property without prior agreement.
2. All pool users must comply with the pool rules contained within the Conditions of Hire and displayed in the pool area.

**Checklist for booking – please tick to confirm you have enclosed the following:**

Completed Pool Booking Request Form 2018

Completed Conditions of Hire Agreement

Completed Conditions of Hire Insurance Document

Full payment (Cheques made payable to St John the Baptist Primary School)

Copies of 2 x First Aid certificates of adults who will supervise swimmers during period of hire