



Booking Form

Section 1 – Customer Details

Last Name		First Name	
Address			
		Postcode	
Telephone	Business	Mobile	
	Fax	Email	
Lead name at event (if different from above)			
Name of organisation (if applicable)			
Invoice address if different form above			
			Postcode
Please note that the person completing this form will be held responsible for ensuring that the booking information is passed onto and understood by all participants in their group.			
To be completed only if making a water sports booking.			
Emergency contact details		Name	Tel No
Medical Considerations	Please complete attached form TALBF003 – ‘Watersports Medical Information Form’		

Section 2 – Booking Details

Event title/activity		Venue	
Total cost of booking (All prices are inclusive of the current rate of VAT unless otherwise stated)			£.....
Date of event (For block bookings please complete attached form ‘TALBF002’)		Start & finish time	
Access required from		Number attending	Adults <input type="text"/> Children <input type="text"/>
Room layout required	Cabaret <input type="checkbox"/> Theatre <input type="checkbox"/>	Boardroom <input type="checkbox"/>	Other: <input type="text"/>
Will any monies be collected at the event?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Payment Details (Cheques payable to ‘Tees Active Ltd’)		In advance <input type="checkbox"/> On the day <input type="checkbox"/>	Invoice (amounts over £20 only) <input type="checkbox"/>
If catering required please discuss with the venue at time of booking.			
Times for refreshments & catering (if applicable) <input type="text"/>			
Presentation Equipment required: (Please tick) N.B. Not all options available at all venues please check when booking			
Laptop & Projector <input type="checkbox"/>	Whiteboard <input type="checkbox"/>	Flipchart <input type="checkbox"/>	TV/DVD Video System <input type="checkbox"/>
Please specify any special arrangements required (i.e. Mobility issues with attendees, any equipment to be dropped off prior to your booking, etc).			

Section 3 – Documentation Required – As outlined in the Conditions of Hire form - TALBF006 you may be required to submit copies or proof of:

Venue to tick appropriate documents required for this booking			
Public Liability Insurance cover (£5 million....)			Relevant Qualifications
Criminal Record Bureau Checks			Safeguarding Children Policy
First Aid Qualifications			NGB Membership
Signed copy of the TAL-PHOTO1 – Permission to use image taking equipment form.			
Parental Consent Form for any person under the age of 18yrs wishing to take part in any water sport activity at Castlegate Quay or Teesside White Water Course. Not applicable for school/college bookings			

FORCE MAJEURE

Tees Active Ltd (TAL) shall not be liable for any failure to observe or delay in complying with any of the event/activity arrangements due to any cause out of their control, this may include environmental disasters, acts of war or terrorism.

RIGHT TO EXCLUDE

TAL's authorised officers or their representative at his/her absolute discretion shall, notwithstanding this agreement be entitled to refuse admission to, or evict any person from the premises.

RIGHT TO CANCEL OR TERMINATE

TAL has the right to cancel any session of hire at any time.

TAL shall not be liable for the cancellation of any session.

The Hirer has the right to cancel any session of hire by giving to TAL notice in writing. Payment for the cancelled hire session(s) will remain due as follows:

- 0% of total booking fee owed if cancelled more than 28 days in advance of the event.
- 25% of total booking fee owed if cancelled within 28 days of event.
- 50% of total booking fee owed if cancelled within 14 days of the event.
- 75% of total booking fee owed if cancelled within 7 days of the event.
- 100% of total booking fee owed if cancelled within 24 hours of the event.

This Agreement may be terminated immediately by notice given by TAL.

- If at any time payment due under the Agreement is unpaid for 28 days after becoming due (whether demanded or not)

- If the Hirer has breached any of the terms and conditions of this Agreement.

For bookings taken within 28 days of the event the above cancellation arrangements still apply.

In the event of equipment/plant/facility failure, TAL shall not be deemed liable for any revenue loss to the hirer.

VAT AND BLOCK BOOKINGS

If you are considering a block booking of our sports and recreation facilities then you need to be aware of the rules governing the payment of VAT. Payments for block bookings are considered exempt of VAT if **ALL** the following rules apply.

You can of course opt to pay VAT giving your group a more flexible approach to cancellations.

1. The let is to an individual or informal group of individuals OR
2. The let is to a club, association or organisation representing affiliated clubs or constituent associations AND:
 - The series consists of 10 or more sessions.
 - Each session is for the same sport or activity.
 - Each session is in the same place, although a different court, lane or pitch, or a different number of courts, lanes or pitches is acceptable.
 - The interval between each session is at least one day and not more than 14 days. The duration of the session may be varied, but there are no exceptions to the 14-day rule.
 - The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is exercised. Provision for a refund given by TAL in the event of unforeseen non-availability of the facility would not affect this condition.
 - The person to whom the facilities are let has exclusive use of them during the sessions.

If all these conditions are not met VAT will be charged at the rate applicable at the time of the hire. If a club considers that it would prefer to pay VAT they should discuss their situation with the Venue Manager concerned.

The applicant hereby agrees to be bound by the conditions of hire as outlined in the **Conditions of Hire Form - TALBF006** (available upon request) and by the scale of charge applicable at the time of hire, and agree that the delivery of the Confirmation of Booking shall be binding acceptance of this offer.

Groups/Individuals must abide by the rules/regulations/guidelines as set by TAL management regarding venues safety at all times. Failure to do so will result in your booking being postponed, delayed or cancelled.

Signed Date.....