

Sports Booking Form

Name of Club/Organisation: Scuba Reg No:

Contract Reference: BOOKING MADE BY: Name: Position: Address: Postcode: E-mail address: Tel No (daytime): Tel No (evening): Mobile No:	Purchase Order No: INVOICE TO BE SENT TO: Name: Position: Address: Postcode: E-mail address: Tel No (daytime): Tel No (evening): Mobile No:
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Event/Booking Title:

DATE	DAY	TIME FROM	TIME TO	SET UP DETAILS/CONTACT DETAILS* <small>(* Please see overleaf)</small>

OUTDOOR

(Please circle number of courts/lanes/ropes required)

- Whole AWP
- 1/2 AWP
- AWP Lights
- Infield Pitch
- Infield Athletics
- Track
- Track Lights
- Archery Range
- Outfield Pitches (1 2)

INDOOR

- Quayside
- Swimming Pool Changing Rooms
- Leisure Pool
- Main Pool (1 2 3 4 5 6)
- Climbing Wall (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20)
- Bouldering Wall (1 2 3 4 5 6)
- Functional Training Area
- Strength & Conditioning Area
- Squash Courts (1 2 3)
- Arena (1 2 3 4 5 6 7 8)

EQUIPMENT/SET UP:

Please Indicate Estimated Numbers Attending:

Participants	Officials	Spectators

Bibs Sets:

Balls Type: No:

Bleacher Seating

Cones No:

Floor Seating

Rebound Boards Green Curtain

Athletics Equipment (please list in additional equipment)

Goals Pitch Markings

Additional Equipment:

Outfield Pitch – Adult Training (unlined)

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Outfield Pitch – Adult Match (lined)

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Outfield Pitch – Junior Training (unlined)

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Outfield Pitch – Junior Match (lined)

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Squash Courts

Singles Doubles Tournament

Swimming Pool

Starting Blocks and Turning Pads

Electronic Timing Equipment

Additional Pool Side Seating

Backstroke Flags

***CONTACTS DETAILS:**

Please provide a contact name who will attend each booking, so if there are any issues during the booking our Duty Manager knows who to refer to.

DECLARATION:

I have read and understood the conditions of hire and agree to abide by them. The will not infer that by submission of this application form, the booking will be accepted. **I agree that this application is provisional, subject to availability of facilities, until confirmation has been made. I understand that if I cancel with less than 7 days notice, I will be charged in full.**

Signed Date

PRINT

Please return the completed booking form to the Contracts Administrator at: tom.lynch@pickaquoy.com
The Pickaquoy Centre, Muddisdale Road, Kirkwall, Orkney, KW15 1LR

FOR OFFICE USE ONLY:

Pickaquoy Centre Contact:

Date of Booking: / / By:

Confirmed Booking: / / By: