

FRANCIS PLAIN SQUASH COURT BOOKING FORM

Name (Person Responsible): _____

Address: _____

Contact no. _____

Date(s) required: _____

Time/Duration: Start: _____

End: _____

Number of expected players: _____

We would like to advise users of the Squash Court of our revised arrangements for bookings, collection and return of keys and billing.

Opening times:

The Squash Court will be open 7 days a week from 5pm – 10pm

Bookings

- Bookings for the squash court must be made through Prince Andrew School (PAS) office by calling number 24290 during office hours (08.30 – 16.00 Monday to Friday). Bookings for the weekend must be made by Friday 16.00.
- Please note that bookings can no longer be made through the Education and Learning Centre (ELC) in Jamestown.

Fees:

- The fee for use of the court is 50 pence per person per hour. The person making the booking will be charged £1 per hour which must be paid for in advance at PAS.

Keys collection:

- The key for the squash court must be collected from Prince Andrew School office during working hours or from Caretaker between 4pm to 6pm.

Key returns (new instruction)

- At the end of the session, users are required to leave the keys in the deposit box at the squash court.

Security and lights:

- The person making the booking must ensure the building is secure and the lights are turned off at the end of use.

Safety:

- Prince Andrew School will not be held responsible for any loss or injury.

Maintenance of the court:

- Prince Andrew School grounds staff will make a daily check on the squash court to ensure the premises is fit for purpose.

By signing this form you are agreeing to the terms and conditions, above.

Signed

Date

For office use only:

Booking accepted/taken by: _____

Date _____

Payment received: Date _____

Key received by user: Date _____

Key Number: _____