# Personal training hire form

Before completing, please carefully read the regulations that accompany this form.

**For smaller events, we require a minimum of fifteen working days to process your application. For larger events we will require up to six weeks to process your application.**

**We will not begin to process your application until we have received all of the required information.**

## Applicant’s details

|  |  |
| --- | --- |
| Name of Applicant: | Email:  Daytime Tel/Mobile: |
| Name of organisation: | |
| Position within organisation (e.g., secretary): | |
| Full postal Address: | Address for invoice (if different): |

## Premises details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of premises: | | | | Facilities Required: (e.g., whole site or a specific area) | | | |
| Brief description of activities: | | | |  | | | |
| Please indicate times you will be onsite on each day in the boxes below: | | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | | Friday | Saturday | Sunday |
| No. of Sessions (per week): | | | | No. of Hours (per week): | | | |
| Please estimate how many people you think will be attending each session: | | | | | | | |

## Insurance

It is a requirement of the Council that clubs or organisations hiring council owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council’s property.

|  |  |
| --- | --- |
| Name on Policy: | |
| Insured by: | |
| Policy Number: | Limit of Indemnity: *(Minimum £5,000,000)* |
| Start Date: | Expiry Date: |

## Images of children and vulnerable adults

In line with the South Gloucestershire Council’s obligation to take action to protect vulnerable adults and children, it has been decided that photography and video filming of children and vulnerable adults, on and in land and buildings owned or leased by the Council, will be permitted only when a consent form has been completed and signed in advance of the photography/ filming taking place. For children and young people under 18 the form should be signed by a parent or carer. This includes photographing and videoing activities where children or vulnerable adults are not the main focus, but may be present in the background or as spectators of an activity or event.

This is a condition of hire of our facilities and when signing this application form you are confirming your understanding of the situation.

## Signed by

Please read the enclosed regulations before signing this application.

(If this form is returned by email, we will accept "yes" in the signature field)

**By signing the following declaration, you are confirming and agree to comply with:**

* I have read the enclosed regulations and agree to abide by them.
* to be personally responsible for the fees & charges in respect of this hire or letting.
* to provide an up to date and comprehensive risk assessment.
* that to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with South Gloucestershire Council.
* the information provided will be held in accordance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Position: | Date: |
| For and on behalf of (name of club or organisation if applicable): | |

## Contact us

Please return this paperwork and a copy of your risk assessment(s) and site plan by email to: [CommunitySpaces@southglos.gov.uk](mailto:CommunitySpaces@southglos.gov.uk)

|  |  |
| --- | --- |
| **South Gloucestershire Council Department for Place** Streetcare PO Box 1954 Bristol BS37 0DD | T: + 44 (0)1454 865859  E: [CommunitySpaces@southglos.gov.uk](mailto:CommunitySpaces@southglos.gov.uk)  W: [Hold an event in a park](https://beta.southglos.gov.uk/hold-an-event-in-a-park) |