

SOFTBALL BOOKING FORM

1st April 24 – 31st March 25

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| **Name of Club/Team:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Contact Details for activity on day of booking** | | |
| Name: | |  |
| Contact Address: | |  |
| Contact Telephone Number: | | Day: Evening: |
| Contact Email Address: | |  |
|  | |  |
| **Contact Details for invoicing (if different from above)** | | |
| Name: | |  |
| Contact Address: | |  |
| Contact Telephone Number: | | Day: Evening: |
| Contact Email Address: | |  |

**Please complete all of the above details in full**

|  |  |  |  |  |  |  |  |
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|  | **Date**  **Required** | **Morning**  **9.00-13.00** | **Afternoon**  **13.15-17.15** | **Evening**  **17.30-20.30** | **Training** | **Match** | **Pavilion Y/N**  **(if yes please complete booking form)** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |

Any additional comments which may help to assist the Sport & Leisure Team with your booking: ……………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………….

|  |  |  |
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| **Usage** | **Peak**  **(Evenings and Weekends)** | **Off-Peak**  **(All other times)** |
| Training | £15.00 | £15.00 |
| Match | £49.00 | £43.00 |
| Pavilion | £15.00 | £15.00 |

\*Above prices include VAT

It is your responsibility to ensure that you have a full risk assessment for your activity, and a safeguarding policy in place (if booking for juniors) which must be available to the District Council upon request.

Bookings are made in accordance with our Conditions of Hire for an Outdoor Facility/Pavilion, a copy of this form must be signed and returned to Chichester District Council, with a booking form before any bookings can be accepted. Please send to:-

**Culture and Sport  
Chichester District Council**

**East Pallant House**

**Chichester  
West Sussex**

**PO19 1TY**

The Council works hard to take care of your information in accordance with the General Data Protection Regulations.  See <http://www.chichester.gov.uk/dataprotectionandfreedomofinformation> for details.

If you wish to discuss your booking please e-mail**:** [**sport@chichester.gov.uk**](mailto:sport@chichester.gov.uk)or phone: **01243 534808**