

**Serco Leisure**  
**BLOCK BOOKING FORM**



*Please refer to back of form for VAT Exemption Rules (all conditions must be met for exemption to apply).*

Name of Organisation:		Name of Hirer:				
Address of Hirer:		Tel. No. (Day):				
		Tel. No. (Evening):				
		Email Address:				
Name and Address to which account should be sent if different from above:						
Start Date of Hiring:	Numbers Attending:	End Date of Hiring:	No of Sessions:			
				<b>Office Use Only</b>		
Activity	Time From	Time To	Date of Multiple Hiring	Rates	Total	
					£	p
<b>Supervision / Staffing</b> <i>(Please advise of supervision / staffing you propose to provide, along with copies of qualifications / competence of personnel, Criminal Records Bureau checks where applicable)</i>						
<b>Supervision / Staffing Provided by the Centre</b> <i>(Please advise of staffing / supervision you would like. Please note this may be chargeable)</i>						
<b>Equipment to be Supplied by Hirer:</b> <i>(Please note test certificates will need to be provided where appropriate, e.g. for electrical equipment)</i>				<b>Other Equipment Required:</b> <i>(To be supplied by the Centre. Please note this may be chargeable)</i>		

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<b>Safety:</b> <i>(Please advise of any specific safety issues we should be aware of)</i>		
<b>Insurance</b> Do you hold public liability cover?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of Insurance Company:	Cover Amount:	Expiry Date:
<b>VAT Exemption</b> Are You Claiming VAT Exemption? (See below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I hereby make application for use of the facilities stated on behalf of the above organisation. I have read and understood the VAT Exemption Rules below and, if claiming exemption, will provide evidence of meeting the conditions listed if required. I also acknowledge and accept the Leisure Centre's Conditions of Hire. I accept all bookings taken are subject to written confirmation.	Signed: ..... Date: ..... Signed on behalf of Serco: ..... Date: .....	

**VAT EXEMPTION RULES**

**PLEASE NOTE:** All conditions must be met for exemption to apply.

1. The booking must be by a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).  
*A group of individuals e.g. 10 friends, who wish to block book a 5-a-side court must form themselves into a club to take advantage of the exemption.*
2. Block bookings must be for a minimum of 10 sessions, at least 24 hours apart, but no more than 14 days apart (although the duration of each session can be varied). There is no exemption for longer intervals than 14 days which arise through closure, e.g. for public holidays.
3. Each session must be in the same place and is for the same sport.  
*For example, if the block booking is for badminton, it must be in the same sports hall, but can be on a different court.*
4. The person to whom the facilities are let has exclusive use of them during the session.  
*If, however, they hire a lane during a public session and have exclusive use, this supply is exempt.*
5. The booking must be invoiced in advance.  
*This does not mean the booking has to be paid for in advance (although this is preferable). Instalment payments are acceptable for clubs who find it difficult to pay for 10 sessions in one go. An instalment schedule is to be agreed in advance and attached to the invoice. If the schedule is not adhered to then the total value outstanding plus VAT becomes due.*
6. The booking must be paid for whether it is used or not.  
*Unforeseen non-availability, e.g. a power failure, which means the rules cannot be adhered to, does not break the exemption conditions. In the event of unforeseen non-availability, credits for unused bookings will be taken into account for the following booking period.*

**SINGLE LETS**

Single lets of sports & physical recreation facilities, e.g. courts or swimming lanes for a continuous period of over 24 hours to the same person, are exempt from VAT, provided the person to whom they are let has exclusive use of them throughout the period.

**LETTING OF SPORTS FACILITIES FOR NON-SPORTING ACTIVITIES**

Letting out of sports facilities for non-sporting events is exempt from VAT, but other supplies of goods & services relating to the letting are standard rated.

If a sports hall is let for a craft fair, the letting charge is exempt from VAT, however if tables are supplied for the event, this supply would be standard rated.

It is important that the separate elements of lettings are detailed out on the invoice to enable the correct amount of VAT to be charged.