

Block Booking - Application for Hire of Facilities
Shene Sport & Fitness Centre

1. Name of hirer / club / organisation: _____

2. Nominated team co-ordinator(s):

(i) First Nominee

(ii) Second Nominee

3. Address of team co-ordinator(s):

(i) _____

(ii) _____

4. Contact details:

(Home) _____

(Business) _____

(Mobile) _____

(Email) _____

5. Type of activity: _____

Area required: _____

Any other requirements: _____

6. Day(s) required: _____

Time(s) required: _____

Months	Dates	Any excluded dates (i.e. Bank Holidays)

Signed: _____

Date: _____

Personal Information Policy – London Borough of Richmond upon Thames

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council (“your information”) to:

- deal with your requests and administer its departmental functions
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research
- contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), central government Departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

Equality & Diversity

In order to monitor the effectiveness of our sports and fitness programmes and to ensure that we are reaching all areas of the community as specified in our Diversity & Equality Policy, it would help us if you could complete the section below. This information will be used for monitoring purposes only.

Gender: Male Female

Age: Under 16 16-30 31-49 50-64 Over 65

Ethnicity:

A White British Irish Eastern European
 Any other White background, please specify _____

B Mixed White & Black Caribbean White & Black African White & Asian
 Any other Mixed background, please specify _____

C Asian or Asian British Indian Pakistani Bangladeshi Afghan
 Any other Asian background, please specify _____

D Black or Black British Caribbean African
 Any other Black background, please specify _____

E Other Ethnic Background Chinese Vietnamese Middle Eastern
 Gypsy/Traveller/Romany Any other ethnic background, please specify _____

Language: Please specify which language you speak _____

Disability: Do you consider yourself to have a disability? Yes No

If yes, please specify:

- Physical impairment Sensory impairment
 Mental health condition Learning disability/difficulty
 Long-standing illness/health condition such as cancer, HIV, diabetes, chronic heart disease, epilepsy etc
 Other please specify _____

Religion: Please answer if appropriate, in order that we can assess needs requirements for service provision:

- Christian Hindu Jewish Buddhist Muslim Sikh
 Other, please specify _____

Sexual Orientation: What is your sexual orientation?

- Bisexual Gay Man Gay Woman/Lesbian Heterosexual/Straight
 Other Prefer not to say

Please return this application form to:

Shene Sport & Fitness Centre
Park Avenue
East Sheen SW14 8RG
Telephone 020 8878 7578

