



Chipping Sodbury School Sports Centre

Lettings Application Form

Name of Organisation	
Applicant Name	
Address	
Contact Telephone Number	
Contact E-mail Address	
Invoice Name & Address	
Invoice Telephone Number	

Sports Centre Facilities	Inclusive Date(s) Required eg Mon 3 rd Sep – Mon 3 rd Dec	Frequency (Daily, weekly, monthly)	Period of hire (on the hour only) eg 5pm – 6pm	Total No of Sessions	No. of Users
Sports Hall					
1/2 Sports Hall					
Dance Studio					
Whole AGP					
2/3 AGP					
1/3 AGP					
Gym					
Full Sports Centre Hire					

*Excluding VAT. Please see below for exemptions.

Purpose for which the venue is required eg Public Meeting, Football Training	
Is the letting of a commercial nature?	YES / NO

IF YES, PLEASE ANSWER THE FOLLOWING:

Will the general public be admitted?	YES / NO
Admission charges	
Is copyrighted music being performed?	YES / NO
Will the use of a piano be required?	YES / NO
Is alcohol being served?	YES / NO
Do you intend to use/bring into the premises any additional electrical equipment? If yes, please give details	YES / NO

VAT Regulations Relating to the use of Sports Facilities

The letting of school sports facilities is standard rated for VAT purposes. However, if the conditions detailed below are fully met, the letting may be exempt from VAT. The conditions are:

- a) The series of letting is for 10 or more sessions
- b) Each session is for the same sport or activity
- c) Each session is at the same place
- d) The interval between each session is at least one day and not more than fourteen days
- e) The whole series is to be pre-paid (there must be written evidence of this). Payment can be in total or instalments with a written agreement in place (a formal agreement, exchange of letters or invoice would be sufficient). Provision for a refund in the event of unforeseen non-availability of the facility would not break the condition, but provision for a refund in other circumstances would
- f) The facilities are let to a school, a club, association or an organisation representing affiliated clubs or constituent associations (such as a local league). If the facilities are let to an individual or private organisation rather than any of the above, the exemption does not apply, even if the other conditions are met
- g) The organisation to which the facilities are let has exclusive use of them during the session

I have read the conditions outlined above. I/we fulfil the criteria and apply for an exemption from paying VAT.

Signed

On behalf of

Date

By submitting this application, I/we have read and understood the school lettings policy and agree to be bound by the conditions of hire.

Signed

On behalf of

Date

FOR OFFICE USE ONLY	
DATE REQUEST RECEIVED	
LETTING POLICY AGREED	
LETTING AUTHORISED	