



## WIRRAL LEISURE SERVICES BOOKING FORM

Complete the attached booking facility hire form for the period:  
**Winter Season 2024 / 25**

Please ensure that you have fully read the updated 2022  
Terms and Conditions of Hire document attached.

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Applications for facility hire for the purposes of  
**Delivering activities to children under 18 or  
Adults at risk MUST complete a Safeguarding  
form which can be requested by email.**

No booking application will be confirmed until  
safeguarding documents are received and  
verified by the WMBC Safeguarding team.



# ACTIVE WIRRAL LEISURE CENTRE BOOKING FORM

This form should be used if you wish to make a booking at an Active Wirral Leisure Centre.

Name of club, group or organisation		
A social gathering of individuals taking part in an activity <input type="checkbox"/>		A leader delivering an instructed session to a group <input type="checkbox"/>
Sport/Activity		
Leisure centre		
Facility area required		

Summer block booking: Weekly booking between 1st April – 31st August		<input type="checkbox"/>	
Winter block booking: Weekly booking between 1st September- 31st March		<input type="checkbox"/>	
Term time booking: Specific dates required between 1st September – 31st July		<input type="checkbox"/>	
Annual <input type="checkbox"/>	Single event <input type="checkbox"/>	Other	
Estimated number of participants		Estimated number of spectators	
First choice:	Requested day		Requested time
Second choice:	Requested day		Requested time
Third choice:	Requested day		Requested time

Payment options:	Cash/Debit card - 14 days prior to booking date <input type="checkbox"/>
	Invoice - paid by card / cash <input type="checkbox"/>
	Invoice - bank transfer payable directly to Wirral Borough Council <input type="checkbox"/>

Additional information:	
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Name of applicant	
Name of club, group or organisation	
Position held within the club, group or organisation	
Address	
Postcode	
Mobile number	
Email address	

Alternative contact name	
Mobile number	
Email address	

Name of Safeguarding Officer or Welfare Officer for club, group or organisation if applicable	
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**PLEASE NOTE, by signing this application for you accept responsibility for**

- Full payment of this booking within the timescales outlined in our booking T's and C's.
- Cancellations must be made in writing to [leisureblockbookings@wirral.gov.uk](mailto:leisureblockbookings@wirral.gov.uk) at least 14 full days prior to the booking date or full payment is required.
- Applications for the intention of delivering a session to juniors or adults at risk must ensure that all Safeguarding forms are requested and fully completed prior to the booking start date.

Signature	
Date	

I have read and accept the Terms and Conditions of hire 2022

**This booking form must be emailed back to [leisureblockbookings@wirral.gov.uk](mailto:leisureblockbookings@wirral.gov.uk)**