

**London Borough of Hammersmith & Fulham**

Leisure & Parks, Sports Bookings Team,  
Sports Booking Office, The Stable Yard, Ilchester Place, LONDON, W8 6LU

Tel: 020 3763 4088

Web: [www.lbhf.gov.uk/sportsbookings](http://www.lbhf.gov.uk/sportsbookings)

Email: [sportsbookingshf@idverde.co.uk](mailto:sportsbookingshf@idverde.co.uk)



15 January 2021

**APPLICATION FOR THE USE OF LINFORD CHRISTIE STADIUM FOR SPORTS DAYS**

*Please complete this form and return to the address above as soon as possible.*

I the undersigned, on behalf of the named school/organisation, agree that any use of the facility shall be subject to, and in accordance with, the terms and conditions of the London Borough of Hammersmith & Fulham.

School/Organisation: .....

Name of Contact Person: .....

Signature of Contact: ..... Date: .....

Address: .....

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..... Post Code: .....

Invoice Address: .....

*(If different from the above)*

.....

..... Post Code: .....

Telephone: (Office) .....

(Mobile) .....

Email Address: .....

*Please note that this form is for booking **Sports Days only**. Regular term-time bookings should be made via the Sports Bookings Team as normal.*

## **DATES REQUESTED:**

*Each school may initially request up to two (2) dates to hold Sports Days at Linford Christie Stadium. If you would like more than two dates, please submit additional forms as necessary, but please note that only the first two will be allocated to you now; additional dates beyond this will not be confirmed until January 2019 to allow all schools the opportunity to hold a Sports Day.*

*Sports Days can be held from 1<sup>st</sup> May to 20<sup>th</sup> July.*

### **First Choice Date(s):**

*Enter your preferred date(s) and the times required below. If you only require one Sports Day date, please only provide date #1.*

Date #1: .....

Start Time: ..... Finish Time: .....

Date #2: .....

Start Time: ..... Finish Time: .....

### **Backup Dates:**

*In the event that one (or both) of your First Choice dates are unavailable, you may supply alternatives, in order of preference, below. You do not have to fill all spaces.*

Backup #1: .....

Start Time: ..... Finish Time: .....

Backup #2: .....

Start Time: ..... Finish Time: .....

Backup #3: .....

Start Time: ..... Finish Time: .....

Backup #4: .....

Start Time: ..... Finish Time: .....

**No guarantee is given that this application will be granted.** *You will be informed which of your selected date(s) you have been allocated as soon as possible following receipt of this form.*

## **FEES & CHARGES:**

*Prices include use of the full stadium facilities: professional 400m running track, athletics field, jumping pits, throwing cage, timing hut, changing rooms, training areas, undercover track, grandstand, community room, etc. Athletics equipment is also available for a variety of sports.*

### **Please Note:**

*Prices below are indicative, and will not be confirmed by cabinet until April 2021. Therefore please do not send payment at this time - you will be sent an invoice for your booking once prices are confirmed.*

First Three Hours (In-Borough State Schools)	<b>£183.30</b>
First Three Hours (Out of Borough & Private Schools)	<b>£222.80</b>
Each Additional Hour (In-Borough State Schools)	<b>£74.80</b>
Each Additional Hour (Out of Borough & Private Schools)	<b>£90.85</b>
Clear-up Fee* (All Schools)	<b>£90.85</b>

*\*The clear-up fee is charged if any rubbish is left behind on site. Rubbish bins and bin liners are provided and will be cleared away by staff - any additional litter left on site will incur this charge.*

## **FACILITIES & EQUIPMENT REQUIRED:**

### **Please tick the facilities required:**

*To ensure the facilities you require are prepared on the day, please specify which areas of the stadium you will be using.*

<input type="checkbox"/> Running Track	<input type="checkbox"/> Athletics Field
<input type="checkbox"/> High Jump	<input type="checkbox"/> Long Jump
<input type="checkbox"/> Pole Vault	<input type="checkbox"/> Shotput Area
<input type="checkbox"/> Changing Rooms	<input type="checkbox"/> Grandstand
<input type="checkbox"/> Undercover Track	<input type="checkbox"/> Timing Hut
<input type="checkbox"/> Throwing Cage	<input type="checkbox"/> Javelin Area
<input type="checkbox"/> Steeple Chase Pit	<input type="checkbox"/> Community Room
<input type="checkbox"/> North Training Area	<input type="checkbox"/> South Training Area

**Please tick the equipment required:**

*This equipment will be set up for you from staff on your arrival.*

<input type="checkbox"/> Steeple Chase Barriers  Height Required: .....	<input type="checkbox"/> Hurdles:  Weight Required: .....  Height Required: .....  Length of Run: .....  Number of Lanes: .....
<input type="checkbox"/> Public Address System <i>Please Note: Music cannot be played through the public address system and volume must be kept to a minimum due to neighbouring buildings.</i>	

**Please tick the equipment required:**

*This equipment will be available for you to collect from staff on your arrival.*

<input type="checkbox"/> Relay Batons	<input type="checkbox"/> Starting Blocks
<input type="checkbox"/> Podiums	<input type="checkbox"/> Lap Counter & Bell
<input type="checkbox"/> Rakes	<input type="checkbox"/> Brooms
<input type="checkbox"/> Starter's Rostrum	<input type="checkbox"/> Timing Hut
<input type="checkbox"/> Judge's Flags	<input type="checkbox"/> Measuring Tapes
<input type="checkbox"/> Table (x1)	<input type="checkbox"/> Chairs (x6)
<input type="checkbox"/> Discus Inserts (for throwing circle)	

**Please tick the throwing equipment required:**

*This equipment will be available for you to collect from staff on your arrival.*

<input type="checkbox"/> Hammer Weights  Weight Required: .....	<input type="checkbox"/> Shotput Weights  Weight Required: .....
<input type="checkbox"/> Javelin Weights  Weight Required: .....	<input type="checkbox"/> Discus Weights  Weight Required: .....

**REFRESHMENTS & CATERING:**

*External caterers cannot be brought into the grounds of the stadium or Wormwood Scrubs. Only the licenced caterer permitted to operate in this area is authorised to supply food and drink. Should you wish to arrange for catering for your day, you must contact them directly via Marcello Bonito: 07861 219 859. This caterer will be in attendance for most sports days.*

**PARTICIPANT DETAILS:**

**Vehicles:**

*As there is limited parking space within the stadium, staff/student vehicles may be required to park in the public car park, depending on numbers. Spectators' vehicles cannot park in the stadium and must use the public car park.*

Number of staff cars/vans entering site: .....

Number & size of coaches entering site: .....

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**Participants:**

Approximate number of participants under 16: .....

Approximate number of participants over 16: .....

Approximate number of spectators: .....

Approximate number of support staff: .....

**Any other requests or notes:**

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