

Block Booking Information

Thank you for your interest in making a block booking with Anglian Leisure Joyce Frankland. Anglian Learning along with Anglian Leisure have brought out a new Safeguarding policy which all clubs/groups who have U18s must follow. We are unable to accept any block booking request without the required paperwork.

For all clubs/groups with no U18s we requires items 4,5 & 6

For all clubs/groups who have U18s we requires all 6 items

- 1) Name of any coaches for your group, along with the age group, day and time they coach
- 2) Name, email and phone number for the Designated Safeguarding Lead (DSL) for your group
- 3) Signed letter of assurance (page 3 of the Safeguarding Policy)
- 4) Booking Form (page 1 and 2 of this form)
- 5) Insurance (if applicable)
- 6) Risk Assessment (if applicable)

With item 3 of the letter of assurance, we no longer require copies of any documents like DBS certificates etc. We only require the signed letter of assurance that your club/group has the requirements in place where applicable.

Where possible please return all completed documents by email - jfan@anglianleisure.co.uk

Anglian Leisure Joyce Frankland, Bury Water Lane, Newport, Saffron Walden, Essex, CB11 3TR

Block Booking Form September 2024 - August 2025

Club Name	
Contact Name Email Address Phone Number	
Treasurer Name Email Address Phone Number Postal Address (inc post code)	
Facility Required	
Day(s)	
Time	

Please circle the dates that you wish to book

September 2024							
wk	Mo	Tu	We	Th	Fr	Sa	Su
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

October 2024							
wk	Mo	Tu	We	Th	Fr	Sa	Su
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

November 2024							
wk	Mo	Tu	We	Th	Fr	Sa	Su
44					1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	

December 2024							
wk	Mo	Tu	We	Th	Fr	Sa	Su
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31					

January 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

February 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28		

March 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

April 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

May 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
18				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	27	28	29	30	31	

June 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30						

July 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

August 2025							
wk	Mo	Tu	We	Th	Fr	Sa	Su
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

DECLARATION

This Group / Club understands and agrees to abide by the regulations of Anglian Leisure Joyce Frankland with regard to sports facilities as set out by the management team. Fees will be paid promptly and any damage occurring during the use of facilities by this Group / Club will be paid in full. Joyce Frankland Academy has public liability insurance but outside of this each user group is responsible for its own insurance needs. It is understood that each user knows that Joyce Frankland Academy is not responsible for any loss or damage to personal property. Failure to comply with this declaration may result in cancellation of the booking and forfeiture of any fees already paid. By signing the below I confirm that I have read the Anglian Leisure Safeguarding Policy.

Full Name:.....

Signed:..... Date:

TERMS AND CONDITIONS OF HIRE

1. BOOKINGS

Applications by clubs for bookings must be made in writing on the official application form
Clubs will be invoiced on a two-monthly basis and are requested to pay within **30 days** of the invoice date.

2. CANCELLATION BY HIRER

A request for cancellation of a period of hire for a block booking by any organisation or club must be made in writing **at least twenty-eight days in advance**. If such notice is not received the full hire charge may be forfeited if a replacement booking is not found.

3. CANCELLATION BY MANAGEMENT

The Management reserves the right to refuse any application, to cancel or terminate any booking for any reason, without being bound to give the reason for doing so. The Management will not, as a result of the exercise of this right, incur any liability for breach of contract or be held liable for any expenses incurred by the hirer, either indirectly or directly for such refusal, cancellation or termination.

4. INSURANCE

The Sports Centre is insured for public liability but outside of this each group is responsible for its own insurance needs.

5. RESPONSIBILITY OF HIRER

All groups, clubs and associations hiring the facilities must ensure that they provide adequate and qualified supervision at all times during the hire period in strict compliance with all relevant provisions of the Health & Safety at Work Act.

6. EQUIPMENT

All Sports Centre equipment used by the Hirer must be returned to its appointed place at the end of the hire period. The hire period shall be deemed to include any time to prepare, set up or take down the equipment or facilities used by any particular sport or pastime. Hirer's equipment or property may only be stored with prior consent of the Management. Any such property or equipment shall be stored entirely at the risk of the owner and the Centre will not accept responsibility for any loss or damage to any property or equipment stored.

7. SMOKING

Please note this is a NO SMOKING SITE and therefore smoking including e-cigarettes is not permitted in any area.

8. ACCESS

The Management shall, at all times during the period of hire, have free and unimpeded entry to all facilities. The hirer and his/her party must vacate the premises by the end of the hire period.

9. PHOTOGRAPHS AND FILMING

Photographs and filming for professional use and publication thereof must not be taken without permission of the Management.

10. BROADCASTING AND FILMING RIGHTS

The Hirer may not grant broadcasting (sound or television) or filming rights without the prior written consent of the Management. If such consent is given, the Management reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached, and to share in any income and publicity derived there from.

11. ADMISSIONS

The Management reserves the right, at its absolute discretion, to refuse the admission of or to evict from the Centre, any persons.

12. ANIMALS

In the interest of safety and hygiene, animals (except guide dogs) are not permitted in the Sports Centre, unless prior agreement is made with the Management.

13. PROHIBITIONS

A user shall not (unless authorised by the Manager) do any of the following:

- Sale of Goods – Sell or supply to other users any goods of any description
- Notices – Display any notices or decorations inside or outside the premises
- Advertising – Advertising or publicly announce any event taking place on the premises until the booking has been confirmed in writing
- Gambling – Promote, conduct or hold, on the premises, any sweepstake, raffle or other form of lottery, except such lotteries permitted by an enactment relating to gaming, betting and lotteries.

14. BREACH OF CONDITIONS

Upon any breach of conditions by the Hirer, the Management may terminate the hiring forthwith, both as to the occasion of the said breach and as to any future bookings and even if the period of hiring has not expired, the Hirer shall be liable to pay the Management the full amount payable under the foregoing conditions.

15. YOUTH POLICY

All Clubs should be encouraging young people to partake in sport by providing and developing youth sections within their club. Anglian Leisure Joyce Frankland will, where possible, help subsidise youth sports clubs and will vigorously promote any youth developmental work.

16. FOOTWEAR

The wearing of footwear of any kind which is liable to cause damage to the floor of the halls or playing surfaces is prohibited.

General Data Protection Regulations and Data Protection Acts

We hold your email address in order to communicate with you as a customer regarding your block booking at Anglian Leisure Joyce Frankland. Under the General Data Protection Regulations and Data Protection Acts we are legally able to use your email address for communications that relate directly to the undertaking that we are providing for you.

However we would also like to be able to inform you of other activities, events and opportunities that may be of interest to you and we would also welcome some feedback from time to time on the service that we are providing. In order to do this we would require your consent; please complete the online Google form (details below) if you would like to confirm your consent.

https://docs.google.com/forms/d/1xbvLh7jGn8t_itWyu7DyOYqgypW03_OZF4P8zOqLLK0/edit

You can find out more about how we use your data from the attached "Privacy Notice".

You can withdraw your consent at any time by contacting Michelle Wilson on mwilson@anglianlearning.org

Please note that all processing of your personal data for the above reasons will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

We look forward to staying in touch with you.

[Privacy Notices - Customers](#)

Who we are

Joyce Frankland Academy is part of the Academy Trust called Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or paul.stratford@theictservice.org.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to customers of our Adult Education and our Sports Centres, or use our facilities within the Trust for personal gain. This is for the purpose of providing public facilities to the wider community which will support the development and wellbeing of individuals from all age ranges.

This personal data includes identifiers such as names, contact and bank details. It will also include sensitive personal data such as ethnic group and medical information.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of our contract with you.
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

With Consent

We may make use of limited personal data (such as contact details) to inform you of other types of events being held that you may be interested in or for research purposes, but only where consent has been provided to this.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Anglian Learning website.

<http://anglianlearning.org/governance/>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact Mrs Michelle Wilson, General Manager of Anglian Leisure mwilson@anglianlearning.org

More information about your rights is available in our data protection policy on the Anglian Learning website.

<http://anglianlearning.org/governance/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<http://anglianlearning.org/governance/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.