



Dear Hirer

Bookings at Castle View Enterprise Academy

Please find enclosed everything you require to make a booking for the coming year:

- A facilities booking form
- Booking calendar for you to circle your required dates
- The terms and conditions for hirers of all facilities
- Terms and conditions of use
- DBS form (to be completed with DBS number and date if your booking involves anyone 18 or under)
- Health and safety guidelines for all hirers
- Club / Organisation / Association Information

When you return your form, please make sure you include all relevant information. If any information is incomplete this may delay confirmation of the booking and could result in the loss of booking.

Please return your completed form as soon as possible.

If you have any queries please do not hesitate to get in touch using 0191 561 5533/ 0191 5535539 or email enquiries@castleviewenterpriseacademy.co.uk.