



Reoccurring Booking Form

2026 Quarter 2

Staff Only

Date

Booking
Confirmed - Yes / No

Management Sign

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Section A: To be completed by all.

Club / Organisation Name:	
Main Contact Name:	
Website Address	
Email Contact No.	
Phone Contact No.	

Name of Treasurer	
Address	
Email Contact No.	
Phone Contact No.	

Section B: To be completed by all.

During the period you wish to request, does your club have up to date:

A current weekly Reoccurring Booking	Yes / No	
Risk Assessment	Yes / No	Centre Management Seen Yes / No
Public Liability Insurance	Yes / No	Centre Management Seen Yes / No
Safeguarding officer present (DBS)	Yes / No	Centre Management Seen Yes / No
Qualified First Aider present	Yes / No	Centre Management Seen Yes / No
IF yes to all the above, does your club have a Temporary Responsible Person (TRP)	Yes / No	

TRP Name	BCSC Induction Completed / Signed
	Yes / No
	Yes / No

Activity	
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Section C: Reoccurring Bookings Requests 2026 Quarter 2

Areas: Sports Hall / Astro / Studio

Day	Area / Areas	Start Date	End Date	Start Time	End Time

Please Identify if the Booking is Term Time Only:

Term Time Only	Any Time
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Number of Participants	Junior	Senior	Spectator	Stewards

Do you require any BCSC equipment - Yes / No, if yes, please state below

Equipment Requests	
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I confirm that the information contained in this document is correct and agree to be bound by the regulations incorporated in terms and conditions of hire available on our website ([Burwell Community Sports Centre | Sports | Burwell Sports Centre, Buntings Path, Burwell CB25 0DD](#)).

Signed		Date	
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