

## UC REC & SPORT APPLICATION TO HIRE ILAM FIELDS (SPORT BOOKINGS)

<b>Organisation/Club Name:</b>			
<b>Type of Event:</b>			
<b>Pre-Season or In-Season:</b> (Please Specify)			
<b>Event Organiser's Name:</b>		<b>Contact Number?</b>	
<b>Address:</b>		<b>Email:</b>	
<b>To Be Invoiced to?</b> (Please Specify)			
<b>No. of people involved:</b>			

### Grounds and Facilities Required

Field Name	Start Date	End Date	Start Time	Finish Time

### Additional Information

Lights: \_\_\_\_\_

Field Markings: \_\_\_\_\_

Gate \_\_\_\_\_

Downstairs Pavilion      First Aid Room      Female Change Room      Male Change Room

**N.B** The University of Canterbury is a **Smoke Free Campus** including Ilam Fields. Notification of any field closures will be done by phone or email to the event organiser for this booking. For social events the following documents must be supplied once booking is confirmed:

- Security and emergency plans
- Rubbish and waste removal plans
- Alcohol or special licence

**Cancellation Policy:** A full refund will be given if cancellation is received by email 48hrs prior to your booking commencing. 50% refund will be given if cancellation is received by email no later than 24hrs before your booking commences. **NO** refunds will be received for cancellations after 24hrs prior to booking commencing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Office Use Only

Date Received:		Date Confirmed:	
Cost:	\$	Payment Method:	

Please submit your booking request to [groundsbookings@canterbury.ac.nz](mailto:groundsbookings@canterbury.ac.nz)