



Booking form for block bookings or special events

- To request a booking, please complete the form with all required details and send it to wfcc@trust-linlithgow.org.uk
- Your booking is only confirmed once you receive an email from our bookings team with your access code.

BLOCK BOOKING DETAILS

Day of week	Frequency (X)	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Start time	Finish time	Start date	End date

SPECIAL EVENT BOOKING DETAILS

Day of week	Date	Start time	Finish
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For multiple bookings that don't follow a regular weekly pattern, please email wfcc@trust-linlithgow.org.uk

ESTIMATED NUMBER OF PEOPLE ATTENDING

Young people (under 18)	Adults (over 18)	Qualified coaches or leaders
Number of supporting volunteers (excluding coaches/leaders)		

CLUB, GROUP OR ORGANISATION DETAILS

Name	Event Name	
Age group	Sport	Governing body
Does your club have a constitution? Y/N	Do you have a safeguarding policy? Y/N	

PERSONAL DETAILS

Surname	First name	
D.O.B.	Title or pronouns	Postcode
Address		
Mobile	Email	

ADDITIONAL REQUIREMENTS (X)

Indoor space Access to the leisure centre facilities Catering Changing rooms Toilets

Any further requirements?

PAYMENT DETAILS

Treasurer's name	Signature
Account name	Account number
Branch sort code	

DECLARATION

- By signing this form, you agree to:
- Abide by the terms of conditions of the west lothian cycle circuit.
 - To pay the agreed charges in line with our payment terms
 - Provide basic usage information for monitoring purposes

Signature
Date

FOR LCDT OFFICIAL USE ONLY

Received by	Date processed
Dates checked with ClubSpark	Bookings added to ClubSpark system
Confirmation emails sent out	Monitoring information received
Information pass to finance for payment	Customer added to finance software