**LAKESIDE COUNTRY PARK USER APPLICATION FORM**

**2023/24 SEASON**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANISATION DETAILS** | | | | |
| Organization Name: | |  | | |
| Name and address to be invoiced: | |  | | |
|  | | | | |
|  | | | | |
| Telephone: |  | | Email: |  |

|  |  |  |
| --- | --- | --- |
| **PRIMARY CONTACT DETAILS & BOOKING SYSTEM ADMINISTRATOR (If different from above)** | | |
| Name | Telephone | Email |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECONDARY EMERGENCY CONTACT DETAILS (if any)** | | |
| Name | Telephone | Email |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **KEY CONFIRMATION** |
| New Applicants: I require one set of keys and understand that I will be invoiced for any costs associated with loss of keys\*  Existing Applicants: I confirm I have one set of keys for The Lakeside Centre and understand that I will be invoiced for any costs associated with loss of keys \*  New/Existing Applicants: Our group does not require access to the building so keys are not required \*  \*Please delete as appropriate |

I confirm that I have read the Lakeside Country Park Regulations and that I consider our arrangements to be in accordance with said regulations for the use of the Lakeside lakes and facilities, and that all relevant persons have been made aware of the necessary information. I have enclosed a copy of our current Risk Assessment and Public Liability Insurance Certificate.

Signed Position Date

Received by Position Date

**Routine Lakeside Sessions**

Please complete this form if you wish us to ‘block book’ your regular sessions (at the times of your regular slots last year), before the booking system and sessions open up to all, for bookings on a first-come first-serve basis. Please mark the below boxes with the relevant letter(s) for lakes you wish to routinely book, i.e. North (N), South (S) and or Concorde (C)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mondays | Tuesdays | Wed’s | Thursdays | Fridays | Saturdays | Sundays |
| 6am-9am |  |  |  |  |  |  |  |
| 9am-12pm |  |  |  |  |  |  |  |
| 12pm-3pm |  |  |  |  |  |  |  |
| 3pm-6pm |  |  |  |  |  |  |  |
| 6pm-9pm |  |  |  |  |  |  |  |

Name of club/group…………

First Date to be booked……

Last date to be booked…….

Any regular sessions you wish to cancel between the above dates, can be cancelled as per normal by contacting us and won’t incur charges, if done with at least 10 days’ notice.

Any ad-hoc bookings for non-regular sessions can be made through the booking system, the ‘user guide’ for which you should also have received. Or by contacting a member of the Country Parks team at [lakeside@eastleigh.gov.uk](mailto:lakeside@eastleigh.gov.uk)