**VAT Exemption Form**

Please ensure you read every statement below and indicate whether you agree to the terms for each and can meet the VAT exemption conditions:-

* Your booking consists of a series of 10 or more sessions. **YES / NO**

(NB should you cancel one of your sessions and not pay for it, the other nine sessions then become subject to VAT)

* Each session is for the same sport or activity in the same place. The length of each session may be varied as long as each session length is specified at the start of the agreement. **YES / NO** (Unless it is specified at the beginning of the agreement that extra time is required on a certain date, the extra time will become subject to VAT)
* The interval between each session is a least 1 day and not more than 14 days. If this rule cannot be adhered to due to building closure you still qualify for VAT exemption. **YES / NO**
* Arrangements can be made to pay weekly or monthly as long as this is agreed by the School and you agree to book and pay for a minimum of 10 weeks. **YES / NO**
* **You are one of the following:** club, school, association or an organisation representing affiliated clubs or constituent association.

(No commercial organisations can be VAT exempt)

***Written proof must be provided.*** **YES / NO**

* The person to whom the facilities are let has exclusive use of them during the sessions. **YES / NO**
* We agree to pay for the facility (minimum of ten weeks) we have booked above and will pay **WEEKLY / MONTHLY / IN FULL** (please delete as appropriate).
* We qualify as a club and offer as proof written confirmation of Governing body or league affiliation. **YES / NO**

I have read and understood the conditions to be met and believe that we are exempt from VAT.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Position in Club/Association/Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_