



**Venue Application Form**

If you feel you have a suitable venue to host a course, or wish to purchase a bespoke course please complete the following information.

**Bespoke Course** – This course is delivered just to your team, we can tailor the content specifically to your teams learning requirements and your working environment, making sure you have a positive and worthwhile training experience.

Host IOG Course  Bespoke Course

Type of course (Please tick)

Course type	Level 1	Level 2	Level 3
Winter Pitches			
Bowls			
Cricket			
Artificial			
3G			
Grounds			
Other (see Prospectus)			

**Hosting IOG course only - If venue is free of charge then you will be given one free place on the course.**

I'd like to charge  Venue Hire cost \_\_\_\_\_

I'd like a free space  Name of attendee \_\_\_\_\_

Dates available

_____	_____	_____	_____
_____	_____	_____	_____

Venue Details

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

Tel Number \_\_\_\_\_

Email \_\_\_\_\_

Please make any other comments you feel appropriate to enable the course to go ahead.

\_\_\_\_\_

\_\_\_\_\_

## Course requirements

When hosting a course the following equipment would be expected to be made available. We understand that some of the equipment might not be available, but we can work around this. Please tick or circle the equipment you have so we can plan what to work around.

Item	Winter pitch preferred	Cricket preferred	Bowls preferred	Artificial preferred	3G preferred	Please tick as appropriate
<b>Facility</b>						
Bowling Green			•			
Rugby Pitch			•			
Football Pitch			•			
Cricket Pitch			•			
Parking	•	•	•	•	•	
Pavilion with suitable classroom area, mains power and first aid kit	•	•	•	•	•	
Welfare	•	•	•	•	•	
Catering	•	•	•	•	•	
Projector (not essential)	•	•	•	•	•	
Screen (not essential)	•	•	•	•	•	
<b>Equipment on site (Level 1, artificial and 3G only)</b>						
Cylinder mower	•	•	•			
Gang mower or ride on mower	•	•	•			
Tractor mounted brush appropriate for the surface	•	•	•	•	•	
Height bar and hand tools	•	•	•			
Mechanical scarifier	•	•	•			
Mechanical spiker	•	•	•			
Vertidrain or other such aerator plus tractor	•	•	•			
Hand scarifier	•	•	•			
Spiked roller	•	•	•			
Fert and seed distributor	•	•	•			
Drag Mat or brush	•	•	•			
Straight edge	•	•	•			
True lute	•	•	•			
Basic handtools to inc wheelbarrow, rake, 30 and 50m tape measures, string line, pegs etc.	•	•	•			
Line marking equipment	•	•	•			
<b>Materials</b>						
Appropriate fertilisers	•	•	•			
Topdressing	•	•	•			
Appropriate grass seed	•	•	•			
Line marking material	•	•	•			

**Typical schedule for the day**

09:00	Course Registration	Tea & Coffee
10:30	Mid-morning break	Tea & Coffee
12:30	Lunch	Meal & Refreshments
16:30	Course finishes	

The above catering should come within a charge/or as close to £10.00 (including VAT) per person. Should this not be possible please inform Training at the IOG.

**Number of delegates:**

The IOG will contact the club / venue a week prior to the course to confirm the exact numbers attending. It is difficult to give exact numbers any earlier; however we will not normally exceed more than 12 candidates.

**Invoices:**

All invoices are to be made out to the Institute of Groundsmanship and forwarded to Head Office at; 28 Stratford Office Village, Walker Avenue, Wolverton Mill East, Milton Keynes, MK12 5TW or email [learning@iog.org](mailto:learning@iog.org) . We will hope to have payment back to you within 10 working days.

If you require any other arrangements please contact the Learning team at the IOG.

Catering costs per head: approx. £10.00 If no, please state: £.....	YES / NO
Are the catering requirements acceptable?	YES / NO
Are you able to supply a directional map on how to find your venue?	YES / NO
Will your groundsman be available on the day of the course? (Best practice would require this for local knowledge)	YES / NO
Will our tutor be met on arrival (usually 1 hour before start time)?	YES / NO
Will the playing surface be available for localised demonstrations?	YES / NO
Does your facility have access for delegates should they have limited mobility?	YES / NO

I hope you find the information included in this pack useful, for more information on our courses. Please contact the IOG on 01908 552982 or [learning@iog.org](mailto:learning@iog.org) to book onto, host or request a bespoke training course.

Yours sincerely,



Dan Prest

Head of Member Services – Learning and Consultancy