

BOOKING TERMS AND CONDITIONS OF HIRE

1. BOOKINGS

Requests for any advance bookings (more than two weeks ahead of the start date), and for any other bookings to be payable on invoice can only be considered by using the Centre's standard booking form. All such bookings are subject to the Centre's standard conditions, as set out herein. However, ad hoc booking requests during the season are to be paid in full at the time of booking. Bookings are confirmed upon receiving the signed Booking Form / Invoice. Bookings are available on the hour and in some instances on the half hour if it benefits the Centre. Please note that your activity/booking will be 55 minutes in the first and last hour of the booking to allow for a set up/take down changeover period. Bookings that require longer set up /take down must be included within the booking.

All bookings must finish promptly. In the case of end-of-day bookings, 5 mins will be given before areas will be closed / lights off, 10 mins will be given to allow time to leave the Centre / Carpark.

2. PAYMENT

Advance bookings are payable on invoice, which will be issued on confirmation of the booking by the Centre. For seasonal bookings (those made for the same space(s) and time(s) on a regular basis and with a duration of at least six weeks), the Centre will normally offer the option to pay by instalments across the duration of the booking - usually monthly - but always in advance of actual usage. The precise details of such payment arrangements will be confirmed at the time of invoice.

For single events booked in advance, or for a series of periodic events, payment will be required in full on receipt of invoice and in any event not less than two weeks ahead of the booking date. Staged payments may be agreed by negotiation in the case of an extended series of such events, but always in advance of the dates requested.

3. CANCELLATION OR ALTERATIONS BY HIRER

Any request for cancellation of or alterations to a seasonal booking must be made in writing or by email at least twenty-eight days in advance of the booking commencement, or otherwise as determined by the Centre at the time of booking.

In such circumstances the Centre reserves the right to apply a proportionate charge, reflecting the notice provided and the nature of the alteration. In general, no waiver or refund will be given in the event of any cancellation or alteration made less than 15 days prior to the date of the booking, and a proportionate charge will be made in case of any cancellation or alterations notified with less than 29 days' notice. The Centre also reserves the right to review or revoke any subsequent bookings made by the hirer in question.

4. CANCELLATION BY MANAGEMENT

The Centre will always try its best to make bookings once accepted, and if a booking cannot be made, we will endeavor to offer alternative dates for it to take place. The Centre however reserves the right to cancel or terminate any concessions or bookings, where legitimate concerns arise and will not be bound to enter into any discussions or negotiations regarding such decisions, or incur any liability for breach of contract, or otherwise, or be held liable for any expenses incurred by the Hirer, either indirectly or directly for such refusal, cancellation or termination, beyond the refund of any fees already received for dates which are not then fulfilled.

5. CHARGES

Charges for the use of the facility shall be as set out at the time when the booking is confirmed and invoiced, except that the Centre reserves the right to vary such charges for bookings made more than three months ahead of the date(s) requested, giving due notice to the hirer.

6. MAKING GOOD DAMAGE

The Hirer agrees to reimburse the Centre on demand the cost of repairing /cleaning and making good any loss or damage arising out of or incidental to the booking. The Hirer shall indemnify the Centre from, and against, any claim of damages, costs or expenses which may be made against the Centre in respect of any personal injury or loss, or damage to property sustained by any person, occurring during or in consequence of the hiring. The hirer should obtain Public Liability insurance cover for £2 million for all bookings.

7. HIRER TO INSURE

The Hirer must effect all appropriate and necessary insurances in the name of the Club / Hirer against the Hirer's liabilities before the date of hiring. This requirement ensures that the Hirer is adequately protected against potential liabilities associated with the booking.

8. RESPONSIBILITY OF HIRER

The Hirer shall always carry out and observe all instructions issued by the Centre, in its absolute discretion, regarding precautions and safety measures to be taken to safeguard the Sports Centre from any damage and to prevent injury to people. Furthermore, all groups, clubs and associations hiring the facilities must ensure that they always provide adequate and qualified supervision during the hire period in strict compliance with all relevant provisions of the Health & Safety at Work Act 1974 and any statutory requirements relevant to the activities to which the hire relates. The Sports Centre Risk Assessment requires that there is an adult club / event steward to every 60 people and that relevant governing body guidance regarding coaching ratios is followed in full. In addition, the supervisors and coaches for all groups, clubs and associations using the facilities will be required to familiarise themselves with the relevant emergency and evacuation procedures operated by the management at the Sports Centre, prior to the use of the facilities, and acknowledge that they received such information.

9. FIRST AID

All accidents and injuries requiring First Aid treatment - however minor - must be reported to an on-duty member of staff or Centre Management via the A Temporary Responsible Person (TRP) if the booking is not staffed.

10. TEMPORARY RESPONSIBLE PERSON (TRP)

A TRP is someone appointed to take charge of the facility when staff are absent. This person must complete an Induction with the Centre Manager and will be a Centre Key Holder. An up to date completed TRP Form must be submitted and signed by the Centre Manager.

11. EQUIPMENT

All Sports Centre equipment used by the Hirer must be returned to its designated storage area after use and prior to the end of the hire period. The hire period shall be deemed to include any time to prepare, set up or take down the equipment used by any hirer. A hirer's equipment or property may only be stored at the Centre with the prior consent of the Centre management and such storage is entirely at the risk of the owner and the Centre will not accept responsibility for any loss or damage to any property or equipment stored. Any such property or equipment shall be stored as directed by the Centre management and must be removed at the end of a booking series or otherwise when requested by the Centre.

12. STEWARDS

The hirer shall employ sufficient stewards, as determined necessary by the Centre Management, for bookings, to monitor good order during the hiring and shall expel any person acting in a disorderly manner or disobeying instructions of the Management.

13. EMPLOYEE ACCESS

The Centre's Management - including appointed staff and trustees - shall always during the period of hire have free and unimpeded entry to and egress from the Sports Centre.

14. CATERING

Arrangements regarding catering must be made with the Centre Management as far in advance of the event as possible and final arrangements must be made at least 21 days before the event. Only food and drink purchased in the Sports Centre may be consumed on those premises unless prior agreement was made with the Centre Management. The selling of excisable liquor within the Centre shall be the sole right and responsibility of the Licensee.

15. FACILITY

The Centre must be left in the condition received. Cleaning equipment (Broom, Sweep, Mop, Hoover) can be provided on request. Rubbish must be recycled appropriately and locked inside the waste bins at the building's entrance or must be taken away by the Hirer. Areas not authorised for use within the terms of the booking are STRICTLY FORBIDDEN.

16. PHOTOGRAPHS BROADCASTING AND FILMING RIGHTS

Photographs and filming for professional use and publication thereof must not be taken without permission of the Centre Management. The Hirer may not grant broadcasting (sound or television) or filming rights without the prior written consent of the Centre Management. If such consent is given, the Centre Management reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached, and to share in any income and publicity derived there from.

17. ADMISSIONS

The Management reserves the right at its absolute discretion to refuse the admission of or to evict from the Centre, any persons.

18. ANIMALS

In the interest of Safety and Hygiene, animals (except guide dogs) are not admitted to the Sports Centre, unless prior agreement is made with the Centre Management.

19. PROHIBITIONS

A user shall not (unless expressly authorised by the Manager) do any of the following:

- Sale of Goods - Sell or supply to other users any goods of any description whatsoever.
- Notices - Display any notices or decorations inside or outside the premises.
- Advertising - Advertise or publicly announce any event to take place on the premises until the booking has been confirmed in writing.
- Gambling - Promote, conduct or hold on the premises any sweepstake, raffle or other form of lottery.

20. MODIFICATIONS OF CONDITIONS

The Centre reserves the right to modify or vary any of these Conditions or Regulations or to impose special conditions where the nature of an application, in its opinion, so demands.

21. BREACH OF CONDITIONS

Upon any breach of conditions by the Hirer the Centre Management may terminate the hiring forthwith both to the occasion of the said breach and as to any future bookings and even of the period of hiring has not expired. The Hirer shall be liable to pay the Management the full amount payable under the foregoing conditions.