

## Sport & Fitness Services

### Block Booking Regulations and Conditions of Hire

1. Any group or individual wishing to hire the Centre's facilities for an event or a block booking arrangement must complete an "application for hire" form detailing contact name, address, telephone number and email address of the nominated team co-ordinator(s).
2. The hire form must be completed and returned to the Centre staff in advance of booking.
3. Bookings for 10 or more sessions are exempt of VAT, provided that they are paid for in advance. To qualify, teams must have nominated co-ordinator(s) who are responsible for team correspondence and payment of invoices. No other discounts will apply when making an application for a block booking.
4. Invoices are raised by the Centre and are issued in advance of all bookings. Invoices need to be paid for in full before any booking commences. Should you have any queries regarding your invoice please contact the Centre Manager.
5. All bookings should be paid 4 weeks in advance. Cancellation of these bookings must be put in writing at least 3 weeks prior to the commencement of the booking and sent to the Centre Manager. Failure to provide notice will result in the Hirer paying the full hire charge.
6. Any groups or individuals failing to pay their invoice by the required deadline will not be permitted to use the facility.
7. The Council reserves the right to close any pitch, hall or facility, if in the opinion of the Council, the facility is unfit for use, e.g. bad weather or unforeseen circumstances. The Duty Manager will inform the nominated co-ordinator(s) on the day. In the event of this happening, the Centre will credit this booking. Credits are not given to clubs cancelling their own bookings.
8. All bookings include a 5-minute change over period to set up/take down the equipment, where appropriate. Players must exit the area immediately after use to allow the next activity to start on time.
9. The sub-letting of pitches/facilities is not permitted. No alcohol shall be brought into the grounds. No smoking is allowed on the premises whatsoever. No equipment is available such as balls, soccer nets and rackets, unless paid for. Arrangements for hire of corner flags etc. must be made in advance. Storage of Club equipment is not permitted at any site.
10. The booking offer can only be used for the purpose stated and may not be used to generate income e.g. football leagues or any course/session/activity that involves coaching.
11. The Council accepts no responsibility for any personal injury, or damage to, or loss of property sustained by members of the Club or any other persons arising as a consequence of hiring or use of the pitch, court, hall or fitness suite etc. Claims made against or expenses incurred by the Council in respect of any such personal injury, or injury to, or loss/theft of property arising as aforesaid, are required by the Council to be met by the Hirer. Sports Clubs are required to hold their own Public Liability Insurance, a copy of which should be submitted with your application for booking.
12. All individuals using Council facilities must behave in a seemly manner and conform to any regulations in force, with respect to the site and comply with any instructions they may receive from the staff appointed by the Council.

13. Hirers are reminded that Centre facilities are situated on a school/educational campus and that there are young children on site. Please ensure that facilities are used correctly and individuals do not use foul or abusive language whilst playing their sport (see section 9 above related to alcohol etc). Persistent offenders will have their booking cancelled.
14. The Centre is positioned in a residential area. We therefore ask you to respect our neighbours and keep the noise levels down to a minimum, again, avoiding foul and abusive language.
15. Please park in areas provided and use overflow car parking if necessary. Please do not: double park; park on yellow lines; or park in residential areas. Once again, please respect the privacy of our neighbours. Car parking is only available on site outside of school hours.
16. The Club or Hirer will be responsible for any damage caused to the pitch, court, hall, fitness suite, equipment, building, fencing or any other of the Council's property, by their own members or by the members of the club against whom they are playing.
17. Opening and closing times are displayed at the entrance of the facility or are available from the Centre office. All persons must vacate the site by closing times. No cars shall be left on site after closing. Changing rooms are to be left in a clean and tidy condition. Furthermore, please do not leave cans of drink or fruit peel, etc. on the playing surface/area. Litter bins are provided around the site or black bags are available, if requested.
18. Clubs/Hirers failing to comply with any of these regulations and conditions will be liable to forfeit the use of the facilities for the rest of the season and any future seasons.
19. Use of any external filming/broadcasting or promotional material must be agreed by the Centre Manager / Press & Communications Office prior to the event.
20. Strictly no pets on site at any time.
21. The Council shall have power at any time and without previous notice to cancel any letting by written notice to that effect signed by the Centre Manager. The Club/Hirer shall have no claim whatsoever against the Council in respect of the letting or the cancellation thereof.
22. All organisations wishing to book the Centre's facilities for either Hockey/Football matches or practice sessions are required where reasonably possible to provide their own first aid equipment and qualified first aider, as are organisations expecting large numbers of spectators to attend.
22. Should you have any queries regarding your booking please contact the Centre Manager.

I hereby agree to abide by these regulations and conditions of hire.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Signed for and on behalf of (Club/Group): \_\_\_\_\_

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

Please return this form when completed, along with your Block Booking Application for Hire to your chosen Sport & Fitness Centre.