

SPORTS & FITNESS FACILITIES

REGULATIONS AND CONDITIONS OF HIRE

For the purposes of these Regulations and Conditions of Hire, the following terms shall have the meanings set out below:

“Hirer(s)” means a club, individual or group of individuals

“Centre” means the Sport & Fitness Centre.

“Council” means the London Borough of Richmond upon Thames, the owner of the Centre.

1. Any Hirer wishing to hire the Centre’s facilities for a specific event or a short or long-term block booking must complete the Application Form provided by the Centre.
2. The Application Form must be completed, detailing the contact name(s), address(es), telephone number(s) and email address(es) of the nominated co-ordinator(s), and returned to the Centre, marked for the attention of the Centre Manager, no later than 4 weeks in advance of booking. The Centre Manager may accept a booking made less than 4 weeks in advance at their discretion.
3. An invoice will be raised by the Centre on receipt of the completed Application Form and issued 3 weeks in advance of all bookings. Invoices must be paid for in full before any booking commences and in any event no later than 1 week in advance and payments made to the Council. Should the Hirer have any queries regarding the invoice the Hirer must contact the Centre Manager not the Council.
4. Bookings for 10 or more sessions are exempt from VAT, provided that they are paid for 1 week in advance. To qualify for the exemption, Hirers must have nominated co-ordinator(s) who will be responsible for correspondence and payment of invoices.
5. In the event that the Hirer wishes to cancel a booking, notice of the cancellation must be put in writing no later than 3 weeks prior to the commencement of the booking and sent to the Centre Manager, and the Hirer will be reimbursed for the sum set out in the invoice. Cancellations made less than 3 weeks prior to the commencement of the booking or with no notice will not be subject to reimbursement.
6. Any Hirer failing to pay their invoice by the required deadline will not be allowed to use the Centre.
7. All Hirers wishing to book the Centre’s facilities for either sports matches or practice sessions are required where reasonably possible to provide their own first aid equipment and qualified first aider, as are Hirers expecting large numbers of spectators to attend.
8. All bookings include a 5-minute change over period to set up/take down 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; all bookings are personal to the Hirer concerned. No alcohol shall be brought into the Centre or its grounds. No smoking whatsoever is allowed in the Centre or on its grounds. No equipment such as balls, soccer nets and rackets are available from the Centre, unless paid for by the Hirer. Arrangements for hire of corner flags etc., must be made in advance. Storage of private sports clubs’ equipment is not permitted at any Council facility.
10. The booking can only be used for the purpose stated and may not be used by the Hirer to generate private income. Hirers who wish to use the Centre to deliver sports, fitness or coaching activities must be a member of the Council’s Coach Registration scheme, and must have adequate indemnity insurance, a written Child Protection Policy and be affiliated to any relevant governing body. The Hirer will be required to provide written evidence of compliance with this Regulation 10 by the Centre Manager before the booking commences.

11. The 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, either personally or by their members or by the members of the club or individuals against whom the Hirer is playing.
12. The Council accepts no responsibility for any personal injury, or damage to, or loss of property sustained by members of a 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. Hirers that are sports clubs are required to hold their own Public Liability Insurance, a copy of which policy of insurance must be submitted with a booking application.
13. 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. The Centre will credit this booking to the Hirer. Credits may be exercised at the next booking made. If no booking had been made the Credits will be valid for the remainder of the applicable financial year. Credits are not given to Hirers who cancel their own bookings.
14. All Hirers 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.
15. Hirers are reminded that the Centre is situated on a school/educational campus and there are young children on site. Hirers must ensure that facilities are used correctly and individuals accompanying or belonging to the Hirer do not use foul or abusive language whilst using the Centre (see Regulation 9 above related to alcohol etc). The Centre will serve a written notice on the Hirer in the event that the facilities are not used correctly. If inappropriate conduct by a Hirer reoccurs after receipt of a written notice the Hirer will be required to leave the Centre immediately and any future bookings made by that Hirer will be cancelled with immediate effect. See Regulation 22 below.
16. The Centre is located in a residential area. Hirers shall respect the Centre's neighbours and keep the noise levels down to a minimum, again, avoiding foul and abusive language.
17. Hirers must park in the areas provided and use overflow car parking if necessary. Do not: double park; park on yellow lines; or park in residential areas. Once again, please respect the privacy of the Centre's neighbours. Car parking is only available on site outside school hours.
18. Opening and closing times are displayed at the entrance of the Centre 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, cans of drink or food waste, etc., must not be left on the playing surface/area. Litter bins are provided around the site or black bags are available if requested.
19. Use of any external filming/broadcasting or promotional material must be agreed by the Centre Manager/Press & Communications Office prior to the event. The recording of images by members of the public attending events booked by the Hirer is strictly forbidden unless prior written permission has been obtained from the Centre Manager. All requests will be subject to consideration under the Centre's Recording of Images Policy.
20. Strictly no pets allowed at the Centre at all times.
21. The Council if it deems necessary and at its sole discretion may at any time and without previous notice cancel any booking of the Centre by written notice, effective immediately and signed by the Centre Manager. The Hirer shall have no claim whatsoever against the Council in respect of the booking or the cancellation thereof.

22. Hirers failing to comply with any of these Regulations and Conditions will be liable to forfeit use of the Centre on the following basis: a club may be excluded for the rest of the applicable season or for all future seasons; an individual or group of individuals may be excluded for a minimum of four (4) weeks or such longer period as the Council deems appropriate or permanently, at the absolute discretion of the Council.
23. Hirers shall indicate their acceptance of these Regulations and Conditions of Hire by signing below.

Name: _____

Signed: _____

Date: _____