

Leisure and Sport Services Terms & Conditions

Facility Hire - Conditions of use

We set out below for your information the conditions that regulate the hire of the Council's Sports Facilities. The conditions are designed to protect both your interests and the Council's facilities. Please contact Enable Leisure and Sport at leisureandsport@enablelc.org or telephone 020 3959 0030 if you have any queries or would like further information on any of the terms.

- 1. Applications and Bookings:** Applications to hire the facilities must be made a minimum of 28 days prior to the first booking date. However, it is advisable to book as early as possible. All hirers must sign a Leisure and Sport Services booking form to confirm they have read and agree to all Leisure and Sport Services Terms and Conditions.
- 2. Charges:** When hiring a facility, the scale of charges is for the exclusive use for the specific area hired and associated equipment together with PA system, where fitted, and does not include exclusive use of changing facilities. The hirer will be charged for provision of any additional seating or equipment that is not normally kept on the site. Tournaments are subject to additional charges to cover additional staffing, preparation and rubbish clearance.
- 3. Payments:** The full fee must be paid 14 days prior to the period of hire for the booking to be confirmed. If payment is not received within this timescale it will be assumed that the booking is no longer required and may be re-let. Once payment has been made a receipt will be issued to confirm your booking.
- 4. Deposits:** A deposit may be required to be paid by the Hirer at the discretion of the Facility Manager. Such a deposit may be withheld if as the result of negligence on the part of the Hirer, the following should arise:
 - a) Damage to the premises or equipment
 - b) The booking failing to cease at the time required
 - c) Unreasonable noise or disruption to the facility
 - d) A breach in the conditions as set at the time of booking
- 5. Under-letting:** The Hirer shall not without prior written consent of the Council, use the premises for any purpose other than that agreed at the time of booking. The Hirer shall not without such consent sub-let any part of the premises to any other party. In the event of a breach of this condition the Hirer shall forfeit the use of the premises on that date and on any other future dates booked without recompense.
- 6. Cancellations**
 - a) By the Hirer: All cancellations must be made in writing to the facility concerned. A full refund will only be made provided 14 days notice is given. If less than 14 days notice is given the charge will remain.

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b) By the Council: The Council reserves the right to prohibit use of any of the facilities at any time without notice if in the opinion of the Facility Manager the facility is deemed unfit for use or if the event poses any risk of disorder. In such circumstances a full refund will be given. The Council will not be liable for any other expenditure or loss sustained directly or indirectly by the Hirer arising from a cancellation by the Council.

7. Temporary Closing: In the event of any breakdown, accident or other emergency situation where closure of the facility during opening hours is necessary, cancellation conditions will apply as a result of the termination of a booking.

8. Emergency: In the event of an emergency or evacuation the Hirer and his/her company must comply with all instructions given by the Duty Manager.

9. Hazards: If in the opinion of the Duty Manager, any item brought into the facility by the Hirer or associated parties, is considered to be a risk to staff or members of the public, the Duty Manager may require such item to be removed. The Council does not accept responsibility for any accidents or incidents arising through any item brought onto the premises by the Hirer or associated parties by virtue of its condition or location nor any accidents or incidents arising from the abuse of Council property by the Hirer or associated parties.

10. Fire: Premises shall not be used for purposes, which will involve increased risk of fire or violate any policy of insurance.

11. First Aid: It is the responsibility of the Hirer to make First Aid arrangements, as considered necessary.

12. Police: If the Council considers it necessary, it may engage police officers to the facility to preserve order. The Hirer shall meet any expense incurred.

13. Child Protection: Where children are present, the Hirer must provide adequate stewarding for the control of entrances, corridors, stair casing and toilets.

14. Attendance: The Hirer will be held responsible for the behaviour of all competitors, visitors, spectators and officials during the period of hire. The Hirer is responsible for ensuring that only persons involved with the event are permitted into the facility. Any persons on the premises who are not involved must be brought to the attention of the Duty Manager.

15. Preparation: Preparation for all use must be made within the hours of the booking

16. PA System and Speakers: The PA system where available is permitted for voice only. Music or any other sound is not permitted to be piped through the PA system.

17. Apparatus and Furniture: Any additional apparatus and furniture brought or sent to the premises by the Hirer must be agreed by the Facility Manager at an arranged time and shall not remain on the premises once

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the booking time has ceased. Any such property left on the premises outside of the agreed time shall be subject to an hourly charge to the Hirer. The Council reserves the right to remove such property and the Hirer will be liable for any costs incurred by the Council in such removal.

18. Damage: The Hirer shall accept full responsibility for any damage or loss to council property as a result of their negligence and will be liable to any costs to repair or replace any such property. 19. Loss: The Council does not accept any responsibility for the safe keeping of clothing, valuables or any other personal property left in the facility or in the changing rooms. Where facilities do not include lockers, owners are advised to make private arrangements for the safe keeping of personal property. Council staff are not authorised to accept custody of such property.

20. Catering: At some sites kitchen facilities are available for hire. It is permissible to sell refreshments such as sandwiches, cakes, ice cream and hot drinks with prior consent of the Facility Manager. Crisps, sweets and cold drinks are available from the vending machines within the facility and cannot be sold by the hirer. Requests to sell items other than those stated must be made to the Facility Manager at the time of booking.

21. Alcohol: The Council reserves the right to prohibit the sale or consumption of alcohol on its premises. If alcohol is to be brought onto the premises, prior permission must be given.

22. BBQ: BBQ's are not permitted without prior consent of the Facility Manager.

23. Litter: All litter must be placed in the bins provided or taken away. It is the responsibility of the Hirer that the facility is left in the condition in which it was found. Further charges may be applied for additional rubbish clearance.

24. Smoking: Smoking is not permitted in any of our facilities.

25. Footwear: Correct and non-soiled footwear must be worn at all times as specified by the Facility Manager. Failure to comply with this could result in the withdrawal of subsequent bookings.

26. Dogs: In the interests of health and safety, dogs are not permitted in our facilities with the exception of guide dogs

Failure to comply with any of the conditions laid out may result in the termination of all bookings and future use, without recompense.

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