

CHEW VALLEY LEISURE CENTRE

Chew Lane, Chew Magna, Bristol, BS40 8QB :: Tel 01275 333 375

BOOKING FORM

Name of Hirer	
Name of Club/ Team	
Telephone No. (office hours)	Mobile no.
Full postal address (to be used for invoicing)	

Purpose of Hire	Party Use: Number of Children Age of Children Party type
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Facilities Required

Are floodlights required?

Day of Week	Start Date	End Date	*Start Time	*End Time
Occurrence: Single Day / Weekly / Fortnightly Other, please state: Do you play during school holidays? / Season – Fixture list must be provide before any booking is confirmed				

Any Special Requirements

Do you require a room to serve food? Do you require catering?

N.B. all catering must be provided by the Leisure Centre

* Times are inclusive of changing, set up and clear up times

I personally agree to be responsible for the payment of invoices for fees charged in respect of this booking. I agree to abide by the terms and conditions, which I have read.

Signature Date.....

Please return the completed form to: Centre Manager, Chew Valley Leisure Centre, Chew Lane, Chew Magna, Bristol BS40 8QB

Part 2 Approval details (for office use only)

Signature of Centre Manager	
Date of Approval	
Signature confirming entered on booksheet	ing
Comments	

Part 3 Charge

Facilities		Additional Charges –	
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Terms and Condition of Hiring

GENERAL

- 1 These terms and conditions apply for the hiring of all facilities and grounds at Chew Valley Leisure Centre.
- 2 The person, persons or corporate body making the application for the hire of any part of the facilities will be deemed to be the Hirer throughout these terms and conditions. **PROCEDURE**
- 3 All applications must be on the booking form provided by the Leisure Centre and must be completed in full as required. Failure to do so may result in the booking not being approved.
- 4 Bookings will only be accepted for a maximum period of one year between the first day of April of one year and the last day of March of the following year.
- 5 Advanced block bookings will only be accepted from bona fide clubs and schools.
- 6 Clubs may be required to produce copies of their Constitution and recent financial accounts if required by the Leisure Centre.
- 7 The Hirer must personally sign the application form and may not assign or sub-let the facilities or grounds hired.
- 8 All bookings must be approved by the Leisure Centre, which retains the authority to make the final decision on the approval or cancellation of any booking without giving reason for

such refusal. 9 The Leisure Centre may cancel any booking at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct. 10 No booking shall be considered approved or any charge confirmed until done so in writing by the Leisure Centre. 11 No person or persons shall use the facilities or grounds covered by these regulations without a current approved booking form. Any person who knowingly acts in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the Leisure Centre facilities in the future. 12 The Leisure Centre reserves the right to impose special conditions in respect of any booking, series of bookings or class of bookings in order to protect its employees or property. 13 The time for which any part of the facilities is hired should commence at and finish at the time agreed between the Hirer and the Leisure Centre, such times being stated on the booking form. This is to include entry, set up and exit to and from the facilities.

- CHARGES** 14 All charges must be paid in full and by the method required by the Leisure Centre. 15 Charges will be made at the rates, which will be determined from time to time by the Leisure Centre and shall be liable to change without prior notification to the Hirer. In cases where incorrect charges has been quoted, the Leisure Centre reserves the right to charge the correct rate, although the Hirer may consider the booking cancelled in accordance with Regulation

7. 16 Ten Lets rule – note that a booking must satisfy all of the five conditions in order to be exempt from VAT. **CANCELLATION** 17 The Leisure Centre does not undertake to refund any charge on cancellation of a booking by the Hirer, until such time as the facility is re-let.

- CARE AND CONTROL** 18 The Hirer shall ensure that there is a responsible adult present and able to supervise at all times during the hire. 19 The Hirer will employ sufficient Attendants and Stewards to maintain good order during hirings and shall not allow any drunkenness, disturbance or disorder. Any person under the influence of drink or drugs or behaving in a disorderly manner shall be expelled by the Hirer and in default, any authorised employee of the Leisure Centre may expel such a person or persons. Attendants and Stewards must be clearly identifiable and must sign in at reception on arrival and departure. 20 **SMOKING** is not allowed within the confines of the leisure centre. 21 The Hirer will co-operate with the Leisure Centre staff in all matters of public safety and public control. 22 The Hirer is required to pay the Leisure Centre the cost of making good any damage to the facilities, which may be the result of a booking. The Hirer is required to clear away any rubbish and leave the facilities and/or grounds in the condition in which they were found. The Hirer will be responsible for reimbursing the Leisure Centre for any additional costs incurred in cleaning the facilities or clearing the grounds after a booking. 23 No fixed furniture or equipment that may be in the facilities hired shall be used or interfered with, without the prior approval of the Leisure Centre. Standing/climbing on seats, furniture, windowsills etc., is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings, which would damage or disfigure any part of the facilities. 24 Chalk, resin or polishing materials may not be used on floors. 25 The electrical and mechanical installations of the facilities are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the Hirer, except with the express approval of the Leisure Centre. **DOGS** 26 No dogs or other animals are allowed into the building. Guide dogs are permitted.

- LEISURE CENTRE STAFF** 27 The employees of the Leisure Centre shall at all times during the hiring have free access to the areas of hire for any purpose whatsoever. 28 The Hirer shall comply with all reasonable requests of the duly authorised by employees of the Leisure Centre during a period of hiring.

EQUIPMENT AND FACILITIES 29 Specialist facilities and equipment (including gymnastic equipment, public address systems, etc) are not included in the letting arrangements, unless specifically requested in the application form and approved by the Leisure Centre. Such bookings must specify the name and qualifications of the person taking responsibility for their proper use. 30 Equipment installed in the premises may be used by special arrangement with the Leisure Centre. Any equipment provided by the Hirer must be removed immediately after the end of the letting. **CONDITIONS OF FACILITIES** 31 Whilst the Leisure Centre gives no guarantee as to the fitness, suitability or condition of the facilities or grounds at the commencement of the hire, every effort will be made to see that they are in a reasonable and fit state. 32 Where facilities booked by the Hirer prove not to be available the Leisure Centre will consider applications of refunds of a proportionate part of the hire charge; always providing that no such refund shall be given for facilities not included in the letting charge. The Leisure

Centre's decision shall be final in respect of any refund made. **INSURANCE** 33 It is the responsibility of the Hirer to effect whatever insurance he/she considers he/she requires to cover his/her liabilities. Insurance effected by the Leisure Centre does not extend to a Hirer's liabilities.

PLAYING FIELDS 34 The Leisure Centre will be the officer responsible for the final approval of hiring of playing fields and certain external recreational areas. 35 The Leisure

Centre does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The Hirer shall be aware of the state of any pitch or field upon submitting his/her application and such application will be deemed to be for the particular pitch or field as

seen. 36 The Leisure Centre shall deem whether any pitch or field is fit for use and its decision shall be final. **CATERING FACILITIES** 37 Arrangements with regards to catering must be made with the Centre Manager at the time of booking and separate charges will be made in addition to those set out for use of facilities in

the Schedule of Charges.

38 No Hirer may sell or allow to be sold on the premises refreshments or goods of any description without the permission of the Centre Manager.

39 Where the facilities hired includes Leisure Centre catering facilities, the following special conditions must be observed:

[a] a member of the Leisure Centre staff must be present while the catering facilities are being used and the requirements of that member of staff must be obeyed;

[b] there must be no smoking by any person handling food or catering equipment,

[c] Leisure Centre tea-cloths must not be used,

[d] all equipment must be left as clean as it is found;

[e] Leisure Centre crockery and cutlery must not be used except by special permission of the Leisure Centre staff;

[f] tables must be covered before use and washed after use;

[g] any other special condition imposed by

the Leisure Centre. **LEGAL REQUIREMENTS**

40 The Hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without the prior approval of the Leisure Centre.

41 The Hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the Hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the facilities or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.

42 The Hirer will to the best of his/her endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the lettings. 43 The Hirer is specifically forbidden to use, or allow the use of the hired facilities or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the facilities or neighbouring or adjoining premises. 44 The Hirer shall not permit the use of cameras, photographic equipment, video equipment or any sound recording equipment without the prior written consent of the Leisure Centre. **LIABILITY** 45 The Leisure Centre and the staff will not, under any circumstances, accept responsibility or liability for: [a] any damage or loss of any property or articles whatsoever placed or left within the entirety of the facilities.

[b] any accident or injury suffered by any participant, player or person using the facilities in the course of or arising from the use of the facilities by the Hirer or the organisation he or she represents. **COMPLIANCE WITH REGULATIONS**

33 Failure by the Hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Leisure Centre to be just cause for the immediate cancellation of any booking or series of booking