**Name of Hirer/Complex user: ……………………………………………………..**

1. **METHOD OF BOOKING**
	1. Each year will be in two seasons:

Winter – September to March

Summer – April to August

* 1. Applications must be made on the official booking form available from Reception. The application only becomes a booking when the confirmation sheet is returned to the Complex, signed by the person making the booking, who will be the responsible official on behalf of the organisation.
	2. Completed application forms will not be accepted before the date shown for each season:

Winter No applications accepted before the 1st June, but must be received prior to the 30th June.

Summer No applications accepted before the 2nd January, but must be received prior to the 31st January.

Exception From Easter, deposits of £100 will be taken to secure All Weather

 Pitch junior group bookings starting 1st October. AWP Group

 Bookings will be sold in groups of 10 weeks. Final payment is due by

 24th September.

* 1. Bookings for which the confirmation sheet is not signed and returned to the Sports Complex within two weeks of the date on the sheet will be cancelled.
1. **METHOD OF PAYMENT**
2. The Complex reserves the right to amend fees and charges liable at any time, through consultation with the Partnership Management Board.
3. **Payment of charges is in advance of using the facilities**.
4. **Failure to pay in advance will mean the curtailment of the booking forthwith.**
5. If a Club wishes to cancel a particular session, the cancellation must be received, by the Complex at least seven days before the booking. The amount of the fee will be credited to another session.

If a Club cancels less than seven days in advance, any courts/pitches remaining unsold will be charged to the Club, through an official invoice.

1. Persons making seasonal bookings are liable to pay for all bookings whether they attend or not.
2. **CONDITIONS OF HIRE AND RISK ASSESSMENT**
3. The hirer shall be the person named on the application form and shall be solely responsible for:
	* 1. Any damage which may be caused to the Complex’s property, and shall take all precautions to ensure that courts/pitches, dressing accommodation, fixtures, fittings, equipment and other property of the Complex shall not be used in an improper manner.

The Centre reserves the right to carry out any repairs arising out of this rule at the cost of the hirer.

* + 1. The proper conduct of all persons using the Facilities and shall take all necessary precautions in that respect to ensure that the instructions of the Management relating to the use of the Centre and the conduct therein, which may from time to time be published by Notice on the premises or otherwise, are carried out and observed. In particular, such practices as “spitting” or other unacceptable or anti-social behaviour shall lead to the termination of any hiring and a non refund of booking fees.
		2. Only non-marking footwear will be allowed in the Complex at any time. In the event a user wears inappropriate footwear, they will be asked to leave the Complex immediately and will only be allowed back with appropriate footwear. Any damage resulting to floor surfaces will be charged to the hirer.
			1. The use of any part of the Complex’s premises shall be by way of hire only and shall be understood not to grant the hirer any right or interest in the premises other than such temporary use as may be granted by the Complex Management.
			2. If required by the Complex Management, the Hirer shall make arrangements and pay for the attendance of any special control as the Complex may require for the regulation of proceedings and the maintenance of order.
			3. The Complex shall not be liable for any loss, damage or injury arising in any way out of the use of the premises, except the extent to which such loss, damage or injury is due to the negligence of the Complex Management, its servants, or agents, and the Hirer shall fully indemnify the Complex Management from and against all other actions, claims and demands whatsoever in respect thereof. The Complex strongly recommends that the hirer should take out Public Liability insurance cover with a limit of at least £2m to provide protection against claims for injury or damage to property rising from the event.
			4. The Complex Management reserve the right:
				1. To refuse any application for the hiring of the Complex’s premises without being required to give any reason for such refusal.
				2. To close or prohibit the use of the facilities at its discretion. All monies paid in respect of a booking cancelled in accordance with this condition, will be refunded by the Complex Management, but the Complex will not be liable for any other expenditure incurred or loss sustained directly by the Hirer, arising from the cancellation.
				3. In the event of weather conditions at the time of use being unsuitable for the use, the Complex shall have the right to refuse permission for such use and return the hiring fee, except in the case of seasonal bookings where no refund shall be payable.
				4. Special events that occur from time to time may be subject to the hire being cancelled and a minimum notice of 8 days will apply.
			5. If the premises are used without the consent of the Complex Management, for any purpose other than that for which they were hired, the Complex Management may, at their discretion, terminate the hiring without repayment of the hiring fee.
			6. The Hirer shall be responsible for ensuring that no breach of any copyright shall occur and shall pay any fee in respect if copyright to the Owner, or the Performing Right Society Limited, or the Phonograph Performance Limited, which may be necessary in addition to such fee as may already have been paid to the Complex Management.
			7. No Hirer, Club, Association, or other Body using the Complex or individuals visiting the Complex shall grant broadcasting (sound or television) or filming rights without prior written consent of the Complex Management. If such consent is given the Complex Management reserve the right to be a party to any negotiations and to the terms and conditions of any agreement reached, and to share any income and publicity derived therefrom.
			8. The maximum accommodation numbers indicated to the Hirer must not be exceeded. The Partnership Management Group or their representative has full authority to exclude any person in excess of that number.
			9. The rights of catering and the sale of intoxicating liquors will be retained by the Complex Management; however individual arrangements with regard to private catering in respect of any hiring can be made at the time of application.

All food and drink consumed on the premises must be purchased from within. No food or drinks are allowed in the Sports Hall, Dance Studio, Fitness suite, All Weather Pitch or MUGA.

* + - 1. In the case of hiring for sports purposes the hirer must ensure that:
1. Only regulation footwear is worn in the playing areas.
2. The playing area is to be vacated immediately at the end of the hire period whether a game has run its full course or not. **A session is 55 minutes**.
3. Smoking is not permitted within any area of the Complex or grounds.

Signature of Senior attendant: …………………………………………Date………..

Signature of hirer/user: …………………………………………………Date……….