3G Pitch - Conditions of Hire

HIRE FEES

Payment must be made **IN ADVANCE**.

For block bookings, payment for the first 4 weeks must be received at point of booking confirmation. Payment must then be made in 4-week blocks, 2 weeks before each new 4-week period starts.

For single session bookings, payment must be made at point of booking confirmation.
Failure to make prompt payment as agreed will result in all future bookings being cancelled.

SEASONAL BOOKINGS

Seasonal bookings are for a **full season only**, and run from Monday 2nd November until Friday 26th March. The available slots are as follows:

Monday - Friday	4pm	5pm	6pm	7pm	8pm
Saturdays	9am	10am	11am	12noon	1pm
Sundays	by request				

SAFEGUARDING

Hirers must produce evidence of the following prior to commencing use:

- Public liability insurance
- Terms of reference for the club / outline of aims for the individual
- DBS checks for all adults leading the activity

CANCELLATION

Should the hirer wish to cancel any confirmed block booking, written notice must be given at least 4 weeks before the date of the booking. If less than 4 weeks' notice is given, the hirer will be responsible for payment of fees due, unless a replacement booking is obtained.
For cancellations of single session bookings, there will be no refund of fees paid.

- The School/TCBC reserves the right to cancel any agreed booking due to extenuating circumstances, i.e. weather conditions, or giving 7 days written notice. Any fees paid will be refunded.

- A standard hire charge will normally apply. The School/TCBC reserves the right to vary these charges and will in any event give the applicant details of the charges to be made

- The Facilities Manager reserves the right to withdraw use of facilities at any time. No liability can be accepted for any expenditure sustained by the hiring organisation. The hiring organisation will be liable for the full cost of reinstatement from damage to the facility, property, or equipment or any losses sustained.

- No organisation may grant broadcast or filming rights without the prior consent of the School. The hirer must obtain permission for the inclusion of any advertising, hoarding, placards, etc and should not remove any of the same erected by the School.

- The right to use facilities or equipment is not transferrable.

- The School/TCBC disclaims all liability howsoever and by whosoever caused, for any accident, damage, personal injury or loss which might be incurred.

- All bookings are accepted on the understanding that rules and regulations of the leisure facility will be strictly adhered.

- Any bookings which extend beyond the allotted time is liable to an excess charge equivalent to at least twice the hourly booking fee, plus an additional fee for any labour and/or overtime costs incurred.

- The hirer is to be responsible for the administration, organisation and running of the particular session/game. The hirer is also responsible for the supervision and control of vehicles, spectators, competitors and officials.

- The hirer shall insure against the death or injury to any third party and damage of property belonging to third parties arising out of the use of the facilities during the period of hire. The hirer shall provide proof of such insurance on request (hirers not providing insurance may request alternative arrangements with the Facilities Manager).

- The hirer shall, at all times, obey the proper instructions of the Facilities Manager or other appropriate officers of the School/TCBC given for the safeguarding of life, limb or the preservation of the School's/TCBC's property in and about the facility.

- The Facilities Manager and appointed staff reserve absolute discretion to refuse the admission of, or to evict any person from the premises/facility.

- No collections, games of chance, sweepstakes or lotteries, nor any betting may be conducted on the premises without the prior consent of the Facilities Manager.

- No hirer may introduce, or permit to allow to be introduced, into the facility any vending machines or sales or vehicle for the purpose of selling ice-cream, confectionary, refreshments of any description or goods or service of any description without prior consent of the School, and payment of the prescribed charges therefore.

- The School/TCBC has a 'No Smoking' and 'No vaping' policy throughout its offices, buildings and grounds. Smoking is prohibited within the facilities.

- Clubs/groups/organisations hiring facilities should note that only 55 minutes is guaranteed for 4G bookings in every one hour booked, to allow for changeover.
- We are required to comply with the Data Protection Act when processing your personal data. This means we have a responsibility to process your personal data fairly and lawfully, in accordance with the principles of the Data Protection Act.

HEALTH & SAFETY GUIDELINES FOR USERS

The Hirer is responsible for ensuring all users:

- Wear the appropriate clothing and footwear for the activity.

- Wear footwear that is clean.

- Are aware of the locations of the fire exits and assembly points in case of an emergency or helloevacuation drill.

- Junior clubs should have a child protection policy and officer in place.

- Make the Leisure Supervisor aware of any special needs, particularly where assistance may be required in the event of an evacuation from the building.

- Report any damage/concerns regards equipment/ facilities to the Leisure Supervisor.

- Do not mistreat equipment or facilities.

- Only use plastic drinks bottles when using any facility, including changing rooms.
- Take all rubbish away at the end of the session.
- Respect others using the facility by moderating language and behaviour.
- Take responsibility for their own Health & Safety and that of others.
- Someone from the Club/Group booking an activity should report to Reception before commencing. **The activity must be paid for before commencing.**
- If the facility booked is not clean or ready for use, please speak to a member of staff who can deal with your request.