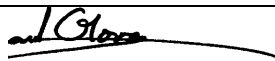


National Sports Centre	Approved By: 	Ref: BF09
Related Procedure : (OP): 6.3		Date: January 06
Title:	CONDITIONS FOR HIRE OF INDOOR FACILITIES	Issue: 4

CONDITIONS FOR HIRE OF INDOOR FACILITIES

BLOCK BOOKINGS and EVENTS

1. The hirer means the person or persons, club or organisation hiring the facility.
2. No person under the age of 18 will be accepted as the hirer.
3. All bookings must be in writing, on the official indoor booking form.
4. An acknowledgement will be issued within 7 working days, subject to the availability of the facility.
5. Payment will be on invoice, payable as detailed on invoice.
6. Costs will be as agreed based on the pricing structure.
7. All bookings within the hire period will be required to be paid for.
8. No refunds or credits will be issued for cancellation by the hirer.
9. The NSC reserve the right to cancel any booking within the hire period, a credit will be issued in this instance. (The Centre will endeavour to give as much notice as possible)
10. An application shall not be deemed to have been accepted by the NSC until the Centre has received the block booking form and written acknowledgement has been sent back to the hirer.
11. As hirer, you have a responsibility to ensure all coaches; instructors and assistants have been correctly screened to ensure that individuals are suitable to carry out their roles. This is especially important when the position involves working with children.
12. The hirer is responsible for ensuring all relevant forms requested on the booking form are provided to the centre.
13. As hirer, you have the responsibility to ensure that all club officials are made aware of the safety, fire and evacuation procedures.
14. The facilities shall not be used for any purpose other than that specified on the booking form.
15. The right to use the facilities is not transferable.
16. A change of name and address of account holder must be sent in writing to the National Sports Centre.
17. The hirer agrees to pay the NSC on demand, the cost of repairing or making good any loss or damage (fair wear and tear accepted) arising from or incidental to the hiring.
18. It will be the responsibility of the hirer to ensure appropriate levels of first aid provision for the event is provided.
19. The organisers shall not sell anything in the hired premises or charge admission fees without prior permission from the management.
20. The Centre must, first approve all equipment used by the hirer. Under no circumstances shall the hirer, without prior consent from management use electrical equipment. All electrical equipment will require a PAT test by the NSC maintenance staff.
21. No food or drinks shall be permitted on the courts of play, with the exception of suitable, sealed non-glass containers.
22. Non-marking footwear to be worn at all times.
23. The NSC is a no smoking facility.
24. Parking must be in authorised areas only, do not obstruct emergency or disabled access.
25. Please use the 50p coin return lockers provided in each area, do not leave bags or personal affects lying around.
26. All accidents/incidents must be reported to a member of staff on duty immediately, where a form will be required to be completed.
27. The organisers shall not place or attach any notice or sign to the building, without first obtaining the permission of the Duty Officer on duty.
28. The organisers shall, at the expiration of the time specified in the hiring, vacate the facilities promptly and leave the same in a clean and orderly condition. Please note that court times are only guaranteed for 50mins, this is to allow for setting up or taking away equipment.
29. All usage of camera equipment must be notified to the Centre management prior to use.
30. Photographs for professional use and publication thereof must not be taken without prior permission of the management and individuals concerned.
31. No organisers may grant broadcasting (sound or television) of film rights without the prior consent of the NSC. If such consent be given, the NSC reserve the right to take part in any negotiations, to be a party to the terms and conditions of any agreement reached, and to share in any income and publicity derived therefrom.
32. No sweepstakes, raffles or other form of lottery shall be promoted, conducted or held on the premises.
33. The NSC shall not be held responsible or liable for any damage or loss of any property on site.
34. The right of entry to the premises is reserved to the NSC staff, any authorised contractors and any Police Officer at any time during the hiring.
35. In the event of a breach of any of the Rules, Regulations and Conditions, the NSC reserve the right to cancel all or any further bookings.