



Facility Hire Form

Please print clearly in
BLOCK CAPITALS

SECTION 1

One-off booking Block booking (two or more sessions)

Centre the booking applies to: Bedale Northallerton Stokesley Thirsk & Sowerby

Name of hirer: Position of hirer:

Club/Organisation Name (if applicable).....

Address:.....

..... Postcode:.....

Home Tel no:..... Mobile Tel no: Email:.....

Date		Time		Additional Requirements:
To	From	To	From	

Facilities required: Main/Teaching Pool* AWP - full pitch Adult/Junior* Sports Hall

Studio AWP - 1/3 pitch Adult/Junior* Other.....

Outdoor pitches AWP - 1/2 pitch Adult/Junior* *delete as required

Activity/purpose of hire:.....

Participant numbers: Age Range: Spectator numbers:..... Age Range:.....

If hiring the swimming pool all under 8's and non-swimmers must be supervised by an adult swimmer on a 2:1 ratio. To show that you have assessed the level of supervision you intend to provide, please indicate:

Number of adult swimmers: Number of under 8's and Non swimmers:..... Total swimmers:.....

Is the booking solely for family, friends or colleagues? Yes No

If **YES** move onto section 3. If **NO** complete the next section and ensure relevant items are attached to this form.

SECTION 2

Does your club/organisation have a constitution? Yes No

Is your club/organisation affiliated to a National Governing Body? Yes No

If yes, which National Governing Body?.....

Does your club/organisation have an up to date Safeguarding Policy? Yes No

Are your coaches/instructors Enhanced DBS checked? Yes No

Are your coaches/instructors qualified to deliver the activity listed in section 1 Yes No

Name and contact details of your Safeguarding Welfare Officer

Does your club/organisation have a minimum of £1million public liability insurance Yes No

Public liability valid from to

SECTION 3 - Declaration

I confirm that the information provided on this booking form is correct. I understand that I could be asked to provide evidence of any details provided at any time. I agree to the Terms and Conditions on the back of this form.

Print Name: Signature:

On behalf of (club/organisation): Date:

SECTION 4 - Official use only

Agreed by Manager (Name): Date:

All sections checked and logged Payment processed (receipt No.) Entered on MRM (Booking Ref.)

Total amount payable:..... Signature:..... Date:.....

PRIVACY STATEMENT

As a registered Data Controller, Hambleton District Council will process your personal data and information in accordance with the General Data Protection Regulation. If you have any queries about this or the Freedom of Information Act 2000, email infogov.HambletonDC@veritau.co.uk.

Hambleton District Council will not make your personal details available to other companies for marketing purposes but may share details with partner organisations that are used to help deliver services. Non-personal details may also be shared with those organisations for use in compiling statistics for example. If requested we may share information with law-enforcement or government authorities for a criminal investigation.

GENERAL REGULATIONS - HAMBLETON DISTRICT COUNCIL LEISURE FACILITY

These general regulations cover all individual visits and club and organisation hires of the leisure facilities. In addition to these there are specific conditions of use and instructions for different activities. Please ensure you have read both before booking.

ADMISSION

The manager may refuse admission to any person or require any person to leave the centre. The manager also reserves the right to decline any application to use any facility of the centre.

SAFETY and WELL-BEING

All activities are guided and influenced by a range of local policies and practices aimed at ensuring the safety and well-being of customers. Management retains the right to implement, amend and remove these policies and practices as it believes appropriate.

GAMBLING

No sweepstake, raffle or other formal lottery shall be promoted, conducted or held on the premises except such lotteries as are deemed to be lawful by virtue of enactment relating to gaming, betting and lotteries.

PHOTOGRAPHS/VIDEO and other FILMING

Photography/video and other forms of filming shall not take place without the permission of the manager. See specific policy and procedure.

CARS, etc.

Persons using the centre must park their cars/bicycles in the car parks provided. The council does not accept responsibility or liability for any damage or loss of any property or articles or things whatsoever placed in or on centre car parks or access roads.

EXITS AND GANGWAYS

Under no circumstances must any fire or emergency exit doors and gangways be impeded or blocked by chairs, tables, parked vehicles or any other equipment.

ANIMALS

No animals shall be brought into the premises except with the consent of the manager.

PROGRAMME OF EVENTS

In the case of organised events, displays and competitions, a detailed programme must be submitted to the Manager at least seven days in advance.

CATERING

The council reserves to its self exclusively the right of sale of all refreshments. No refreshments of any description may be brought into the centre by a hirer or user for consumption or resale except with the manager's consent.

SALE OF GOODS

The hirer shall not sell or supply for their purposes any goods of any description whatsoever without the permission, in writing, of the manager.

CONDITIONS OF HIRE

INTERPRETATION

a) 'The hirer' means the person (whether acting as an individual or on behalf of a club or organisation) hiring any part of the centre or its facilities. No person under the age of 18 years will be accepted as a hirer.

CHARGES

- The charges for hiring shall be in accordance with the council's scale of charges.
- The council may, at any time, increase the scale of charges payable for the use of the facilities, and in such an event, the hirer will be liable to pay those charges which are current at that date for which the premises have been booked. Where the charges have been paid in advance, the increased amount will be invoiced and must be paid within 14 days.

PAYMENT AND BOOKING

- The Council reserves the right to require payment of the hire charge in whole or in part.
- Provisional bookings will be held for 14 days only.
- Unless specific arrangements have been made with the Manager to the contrary, payment for the facilities must be made within 14 days of the booking being confirmed.
- Confirmation of any booking is conditional on payment being made (either in whole or in part as determined by the council).
- Cheques, postal orders, etc, should be made payable to 'Hambleton District Council' and crossed.

VAT EXEMPTION

- VAT exemption is as determined by HM Customs and Excise. It is not a matter for management determination. The following details are offered as guidance to constituted clubs and organisations. Further details may be obtained from the centre or HM Customs and Excise.
- A written agreement must be in evidence indicating specific requirements.
- A minimum of 10 dates must be pre-booked.
- Payment must be in advance (ie to be invoiced and payment is required prior to first booking).
- There can be no more than 14 days and less than one day between dates.
- No refunds will be available for cancellations or non-arrivals.
- The bookee (club/organisation) are an affiliated club or constituted organisation.

CANCELLATION BY THE COUNCIL

The council reserves the right, at its absolute discretion, to cancel a booking should they:

- require the use of the facility owing to unforeseen circumstances
- consider that the function is likely to prove to be of an objectionable or undesirable character
- consider facilities unfit for use or
- for any reason whatsoever

Any monies paid in respect of bookings cancelled in accordance with the above conditions will be refunded but the council will not be liable for any other expenditure incurred, loss sustained directly or indirectly by the hirer, arising from cancellation.

COMPLAINTS

In the event of a user feeling that they have just cause for complaint this should be made to the member of staff on duty, to the manager either in a written format or verbally, or by completing a 'How did we do?' leaflet.

POSSESSIONS AND LOCKERS

Hambleton District Council provides lockers for customers. Valuables can also be left at reception in exchange for a receipt. The council however accepts no responsibility for possessions left in lockers, at reception or left unguarded.

USE OF PORTABLE ELECTRICAL EQUIPMENT

Customers may only use portable electrical equipment they have brought to the centre after having received the written permission of the manager.

IN THE EVENT OF ANY EMERGENCY

All customers must follow the guidance of staff on duty.

GENERAL BEHAVIOUR

Customers must always observe and adhere to implicit rules of reasonable behaviour. By their very nature these are governed by common sense. Infringements would include, foul and abusive language, physical threats, fighting and general unsocial behaviour. Staff have the right to evict anyone who breaches such implicit behaviour rules.

EQUAL ACCESS

The centres attempt to offer balanced programmes of activities that encourage people from all sections of the community to participate. At selected times activities are programmed to encourage attendance from specific groups, eg 50+ swims. Whilst such activities are aimed at the specific target group, the centre retains the right to admit customers from other sections of the general public when, in the centres view, this is not likely to have a negative impact on existing customers.

RESTRICTIONS ON USE

Hambleton District Council does not permit its premises to be let for political rallies or demonstrations, for purposes which are illegal or for functions attended by people with extremist view and behaviour whose presence may cause civil unrest or division within the community. Hambleton District Council reserves the right to terminate the booking agreement without notice if we believe this undertaking is breached.

SAFEGUARDING

Any safeguarding concerns or incidents that have taken place at a Leisure Centre must be reported by the hirer to the Duty Officer immediately.

Any subsequent safeguarding referrals made by the hirer that has been raised in relation to an incident that has taken place at a Leisure Centre including reports to the police; and any on-going enquiries or sanctions that have been enforced as a result of the incident must be reported back to the Duty Officer, Assistant Manager or Leisure Centre Manager.

CANCELLATION BY THE HIRER

A refund of total paid, less 10% will only be made if the council has been notified of the cancellation in sufficient time to allow the booking to be re-let. If it is not possible to re-let the booking then a refund will not be paid. If the hirer, for whatsoever reason, does not arrive for the pre-paid booking and fails to notify the council, then a refund will not be made.

HIRE PERIOD

- The hirer should ensure that sufficient time has been booked to allow for setting up and clearing away.
- Failure of the hirer to vacate the hired premises by the end of the hiring period will incur additional charges as determined by the council.

ADVERTISING

No function shall be publicly announced or advertised to take place until the application has been confirmed. Hirers should advise the management if they require assistance with the advertising facilities or tickets. No function or event of any description shall be advertised by the means of 'fly posting' and the council reserve the right to cancel a booking at any time which is advertised by this method without prejudice to any further action which may be taken by the council against the hirer or advertiser.

INSURANCE

Insurance must be taken out in respect of public indemnity to the sum of £1,000,000 for any one accident in connection with the organisation and management of the activity/event, and provisions shall be made for such policy to fully indemnify Hambleton District Council as owners of the facility against any claims, damages, costs or expenses which may arise in connection with the exclusive use of the facility by the hirer. The hirer shall indemnify the Council for the cost of repair of any damage done to any part of the facility during or as a result of a booking.

INJURY

Use of the centre and of all equipment and facilities is permitted entirely at the users own risk. The council shall not be liable for any personal injury to any user, or for the consequential loss, otherwise than as a result of the defective condition of the centre or its equipment or of the negligence of the council, its agents, officers or servants.

GENERAL

- The hirer shall comply with all reasonable requests of the appropriate officer who shall be deemed to be agent of the council.
- Upon any breach of the foregoing regulations or conditions by the hirer (as to which the decision of the manager shall be final) the manager may terminate the hiring forthwith, both as to the occasion of the breach and as to any future bookings and even if the period of hiring has not expired but the hirer shall be liable to pay the council the full amount payable under the foregoing regulations and conditions.

AVAILABLE IN LARGE PRINT ON REQUEST