

Community Sports Centres

Application for Hire

Booking Enquires, c/o Yate Outdoor Sports Complex, Broad Lane, Yate, BS37 7LB
 Telephone: 01454 865820
 Email: comsportcentres@southglos.gov.uk

tick one box below

Downend

Patchway

YOSC

Applicant Details

Name of Club / Organisation :

Fixture Secretary

Contact Number

Home:

Mobile:

Fixture Secretary Address:

Postcode:

Contact Email Address:

Treasurer

Contact Number

Home:

Mobile:

Treasurer Address:

Postcode:

Contact Email Address:

Chosen Method of Payment - tick one of the boxes below

Invoice to Treasurer (Details as above)

Pay on the Day at the Centre

Booking Details

Facility e.g. Sports Hall, All Weather Pitch, Hard Court	Activity e.g. Tennis, Badminton, Football, Squash	No. of Courts (if applicable)	Dates		Times		Appro x. Numbe rs
			From	To	From	To	

Equipment / pitch marking requirements :

Chosen Club Category - tick one of the boxes below

1	2	3	4	5	6
'Clubmark' Junior Club or Junior Section	Affiliated Junior Club (but not 'Clubmark')	'Clubmark' Senior Club	Affiliated Senior Club (not Clubmark)	Informal / social Clubs	Casual / one- off bookings

Age Category (tick box)

Senior (16+)

Junior (u16)

Health and Safety (Tick Box)

Do you have appropriate First Aiders within the Club?

YES

NO

Do you have appropriate public liability insurance cover within the Club?

YES

NO

I the hirer, agree on behalf of my organisation to be bound by the Terms and Conditions of Hire as laid down by South Gloucestershire Council (overleaf). I have read and understood and agree to abide by the Community Sports Centres Rules And Regulations For All Users.

Signature:

Date:

CONDITIONS OF HIRE

Application

All applications for hire must be made in writing on an 'Application for Hire' form. Enquires relating to the hiring shall be addressed to Sports Facilities Manager at– Yate Outdoor Sports Complex , Broad Lane, Yate, Bristol, BS37 7LB

Payment

Payment of one/off Single Event Bookings shall be made within 7 days of making the booking. Invoice payments must be made by within one month of invoice date. All accounts overdue by one month may result in future bookings being cancelled until the account is settled in full. All cheques must be made payable to '**South Gloucestershire Council**'

Acceptance of Booking

Where it is possible to accommodate a booking, all hirers will be sent details confirming facilities and times they have booked. This booking is accepted subject to the hirer complying with the conditions of hire.

Cancellation by the Council

Community Sports Centres reserve the right to refuse any application or cancel or terminate any booking whatsoever without being bound to give any reason for doing so.

Any hire charge paid in respect of the hiring which is cancelled by Community Sports Centres will be refunded to the hirer with the exception of a cancellation arising through failure of the hirer to comply with conditions of hire. Community Sports Centres shall not be liable for breach of contract or be held liable for any expenditure incurred or loss sustained, directly or indirectly by the hirer as a result of refusal, cancellation or termination. In the case of cancellation by Community Sports Centres arising from the hirer failing to comply with the conditions of hire, the full charge for the booking may be made.

Cancellation by the Hirer

Cancellation of any hire period should be made at least 14 days prior to the booking. This should be made in writing or by e mail to comsportcentres@southglos.gov.uk. Provided 14 days notice is given the hirer will not be charged.

Period of Hire

The period of hire will be that stated on the 'Application for Hire' form and the hirer will have access to the facilities from that time. The period of hire must include setting up and moving of equipment at the start and finish of the event. If the event over-runs an excess fee will be levied

Hirers Responsibilities

The hirer is responsible for the following:

- Supervision, safety, control, stewarding, admission and removal of all those attending the hiring. The hirer shall provide a sufficient number of adequately qualified persons to carry out these responsibilities.
- Hirers shall indemnify Community Sports Centres from and against any claim for damages, costs or expenses which may be against Community Sports Centres in respect of any personal injury, death or loss of or damage to property sustained by any person and occurring during or in consequence of the hiring and which shall arise from any act or omission by the hirer of persons using the facilities as a result of the hiring.
- Paying Community Sports Centres on demand the cost of repairing or of making good any loss or damage over and above normal wear and tear arising from negligence of the hirer or any member of the hiring group to the premises or equipment arising out of or incidental to the hiring.
- Conduct the hiring in a safe and orderly manner in accordance with any relevant by-laws, regulations, licences, the conditions of hire (the contents of which the hirer shall be deemed to be aware) and only for the purpose stated on the application forms signed by the hirer.
- Complying with directions given by and allowing access at all times to members of Community Sports Centres staff or any representative of the Sports Facilities Manager.
- Ensuring that no exits or fire exits from or within the Centre are blocked, inside or outside and that no obstacles are placed in the corridors or access areas to emergency exits and that fire appliances are not moved or tampered with.
- Ensuring that motor vehicles are not parked in any emergency exit ways.
- Ensuring that no food or alcohol is bought onto the premises without prior written permission from the Manager.
- The hirer shall not sublet the centre or any part thereof without written permission of the Manager.
- The hirer is responsible for restricting the number attending the event to those specified in the application.
- The hirer shall ensure that all users of the facility under or by virtue of the hiring comply with the general regulations of Community Sports Centres (which shall be deemed to be incorporated in these conditions)
- **Smoking is prohibited in ALL areas of the Centre.**

Images of Children and vulnerable adults

In accordance with the Council's obligation to take action to protect vulnerable adults and children, photography and video filming on land and building owned or leased by the Council will be permitted only when a consent form has been completed and signed in advance by a duly authorised officer of the Council. Copies of consent forms are available from Yate Outdoor Sports Complex, Broad Lane, Yate, Bristol, BS37 7LB

Broadcasting Rights

Broadcasting (sound or television) filming or photographic rights cannot be exercised without the prior written consent of the Sports Facilities Manager

Premises

No alteration, addition or fittings of apparatus, equipment or decoration be fitted to the hired premises without the prior written consent of the Sports Facilities Manager.

Equipment

The hirer should seek the written authorisation of the Council where it wishes to bring any equipment or portable electrical appliance onto the facilities.