

# **BATTLE AREA SPORTS CENTRE**



## **FACILITY HIRING FORM**

- **Sports Hall**
- **3G Artificial Pitch**
- **Dance Studio**
- **Climbing Wall**
- **School Gym**
- **Cricket Nets**
- **Grass Pitches**
- **Netball Courts**
- **Tennis Courts**

**1st Sept 2019 — 31st Aug 2020**

**[www.BattleSportsCentre.Com](http://www.BattleSportsCentre.Com)  
[Sports.Centre@Claverham.Org](mailto:Sports.Centre@Claverham.Org)  
01424 774772**

## Details of the Hirer

This form should be completed by a member of the hiring group who has responsibility to act on behalf of all members.

Name of Group : .....

Name of main contact : Forename.....Surname.....

Address .....

.....Postcode.....

E-Mail..... Mobile.....

## Details of your Booking

Sport / Activity : .....

Facility required : 1 .....

2 .....

Day of the week : ..... Start time: .....Finish time : .....

Date of first week : ..... Date of final week : .....

Equipment required : .....

Approx numbers attending : .....

## Insurance

Clubs / Commercial hirers must have their own Public Liability Insurance.

How much Public Liability Insurance does your group have ? £10m / £5m / £2m / None

If you are a non-commercial group or individual you may purchase public liability insurance from us at a cost of 15% of the letting fee.

## Membership

All users are required to be members of Battle Sports Centre. We offer a Group Affiliation which gives all members of your club, plus any opposition, officials, and spectators, membership of the Sports Centre for the hours of your booking.

Please indicate whether you wish to pay either Annual or Daily Group Membership.

Annual Group Membership	£88.00
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Daily Group Membership	£7.00
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Your club is responsible for ensuring all additional people covered by your booking abide by the Regulations of the Sports Centre (overleaf).

# Conditions of hiring Battle Area Sports Centre

## 1. Definitions

- i) The 'Hirer' is the person, club, or organisation exclusively hiring any part of Battle Area Sports Centre or any facilities offered by or within it. Only persons aged over 18 years of age will be accepted as a hirer.
- ii) Battle Area Sports Centre will be referred to as the 'Sports Centre'
- iii) The 'Manager' is the Manager of the Sports Centre, or person duly authorised to act on their behalf.
- iv) The hiring period is defined as the time indicated within this hiring form which has been reserved by the Hirer and includes time required to set up or disassemble any equipment used in relation to the booking.

## 2. Hiring and Payment

- i) Bookings can be made by members of the Sports Centre up to 8 days in advance. Non-Members may only book facilities within 24 hours of use.
- ii) Payment for all bookings should be made in advance of the activity taking part.
- iii) An invoice will be issued for a complete series of hiring's as shown on the hiring form, and payment should be made in advance of the first booked date.

## 3. Cancellation by the Hirer

- i) All bookings not taken up by, or cancelled less than 24 hours before any booked period, must be paid for unless the Sports Centre is able to re-let the facilities.
- ii) Series of lets not cancelled in writing at least 8 days in advance to the booked period must be paid for in full unless the Sports Centre is able to re-let said facilities. Any such refund will invalidate VAT exemption.

## 4. Cancellation by the Manager

- i) The manager reserves the right to refuse any application or terminate any booking. Only monies paid in respect of a booking so terminated will be refunded and the Sports Centre accepts no liability for any other expenditure incurred or loss sustained.

## 5. Regulations of the Sports Centre

- i) The Sports Centre is on an ESCC site and as such is a non-smoking site.
- ii) No dogs are allowed on the site at any times.
- iii) Cars should only be parked in the designated car parks, and not on grass verges, playing fields, behind the tennis/netball courts or across gateways and access points, except by prior consent from the Manager.
- iv) Please check with the Manager which type of footwear is permissible in each facility. Only moulded studs and suitable blades should be worn on the 3G pitch.
- v) No food or drinks are allowed in the indoor facilities except water which should be contained in a plastic bottle with a screw cap or 'sports' top.
- vi) Many of our sports areas are multi-functional and allow for a number of different sports. We ask that all hirer's return any equipment they have moved for their session, to the original place they found it, at the end of their hire period. The movement of goals on the 3G pitch is permitted, but goals must be carried and not dragged. Goals should also be replaced at the end of each session.
- vii) All 6-a-side goals on the 3G pitch are required to be anchored at all times.
- viii) Hirers of the School gym other than climbers must ensure their users do not climb on the wall or tamper with the ropes.
- ix) Only clean trainers are allowed in the Dance Studio. Outside footwear should be removed.
- x) All hirers of the Sports Hall to play 5-a-side football must adopt a "head height" rule.

## 6. Responsibility of the Hirer

- i) The Hirer shall ensure that all members of their group using the Sports Centre by virtue of their hiring, comply with any regulations of the Sports Centre and the Hirer shall be liable to the Sports Centre for any breach of such condition committed.
- ii) The Hirer shall be responsible for the cost of any repairs due to negligence or misuse of the Sports Centre by any member of the hiring group.

**7. Advertising**

i) The Hirer must receive written permission from the Manager for any advertising, publicity, or promotion which the Hirer may wish to undertake in relation to the booking.

**8. Subletting**

i) The Hirer may not sublet the booked facility other than if previously arranged with the Manager.

**9. Public Liability Insurance**

- i) East Sussex County Council, through their brokers Jardine Lloyd Thompson, provide £50 million Public Liability Insurance which covers ESCC against claims for loss damage and injury arising as a result of their negligence.
- ii) All “commercial” clubs hiring facilities at Battle Sports Centre must hold their own Third Party Public Liability Insurance to the value of £10m which will cover them against claims for loss damage and injury arising as a result of their negligence in relation to their hire of facilities and the activities that occur within their hired session.
- iii) All “commercial” clubs must provide the Manager with a copy of the clubs current Public Liability Insurance certificate before a booking can be confirmed.
- iv) For all “non-commercial” clubs (ie hire by a group of friends, hire for a children’s party, etc) hiring facilities at Battle Sports Centre that do not hold their own Public Liability Insurance, the Sports Centre will take out 3rd party Public Liability Insurance on your behalf at a cost of 15% on top of your booking fee.

**10. Disclosure and Barring Service (DBS) checks**

- i) All clubs that have junior members (under 18) have a duty of care for those members or young participants.
- ii) All coaches involved with junior members or participants must hold a current DBS certificate.
- iii) Battle Sports Centre requires all clubs hiring facilities, to provide a list of all coaches within their club that are involved with junior members or participants, which must include:-
  - Name of the coach
  - Number of their current valid DBS certificate
  - Issue date of the DBS certificate

**11. Coaching / Instructing Qualifications**

- i) All clubs that offer coaching or instruction to members should ensure that their coaches hold the appropriate qualification, to the required level for the activity, as laid down by your NGB.
- ii) All clubs should provide Battle Sports Centre with copies of their coaches qualifications.

**12. Privacy Policy**

Battle Sports Centre collects your personal information to assist us to provide goods and services you have requested, to process your subscription requests, and to improve our products and services. We may be in touch by any means (including e-mail, mobile or house phone) to let you know about services or clubs you have indicated you are interested in, or policies we have to inform you about. We may also have to share your information with other persons or entities who assist us in providing our services. For further information, please read our full Privacy policy on the Battle Sports Centre website. If you would prefer us not to share your details with our partners, please contact our privacy officer at :- Privacy Officer, Claverham Community College, North Trade Road, Battle East Sussex, TN33 0HT You can gain access to your personal information by contacting our Privacy Officer. If you supply insufficient information, we may not be able to reply to your enquiries.

I have read the terms and conditions of hire, and agree to abide by them

Signed..... Date.....

**OFFICE USE ONLY :**  
 Copy of PLI certificate taken       Need to purchase 3rd party PLI at 15%   
**COST of BOOKING** ..... **Confirmed by Manager** .....