



OUR LADY'S SPORTS CENTRE

Booking Form

Organisation Details

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Organisation / Club: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

Facility Required (Please tick)

Main Sports Hall \_\_\_ Studio \_\_\_ Classroom \_\_\_ 3G Pitch- 3<sup>rd</sup> \_\_\_ Full Pitch \_\_\_

Grass Football Pitch 1 \_\_\_ Grass Football Pitch 2 \_\_\_ Tennis Courts \_\_\_ Cricket Pitch \_\_\_

Purpose of Hire: \_\_\_\_\_

Day Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date (if applicable): \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Payment Options (Please tick) – Please see Hire Charge sheet for details on hire costs

Weekly in advance \_\_\_ Monthly in advance \_\_\_ 10 weeks in advance \_\_\_

Hire Charge rate (Office use only): \_\_\_\_\_

Please tick as appropriate:

- My organisation is part of Manchester City Council and covered by its insurance arrangements
- My organisation holds its own public liability insurance and a copy is attached / has been provided previously (delete as appropriate)
- I am applying as an individual and do not have public liability insurance

I acknowledge that I have read the terms and conditions for the use of Our Lady's Sports Centre. I accept them as the terms and conditions of the hire.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Person Booking

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Our Lady's Sports Centre  
(on behalf of the management group)



## OUR LADY'S SPORTS CENTRE

### Conditions of hire

#### Responsibility of Hirer

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. For monitoring purposes the Hirer will be responsible for completing and returning the monitoring sheets within the time table specified.
4. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
5. Only service animals are admitted to the facility.
6. No food or drink is allowed in any of the sports facilities. Food and drink should be consumed in the foyer near reception. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.
7. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.
8. Any dispute relating to the hire of the facility will be referred to the Management group.
9. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
10. Guests and other visitors should be made aware of these conditions and regulations.
11. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
12. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

#### Disclosure / Qualification

13. Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision.
14. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact the Sports Centre Manager, Our Lady's Sports Centre.

#### Payment

15. All bookings must be paid at least one week in advance. The weekly fee relating to each booking must be paid in full prior to the bookings start time – **NO PAY – NO PLAY**. Payments made are non-refundable within seven days of the booking. Payment method should be indicated on the booking form.

#### Usage Policy

16. Bookings are not granted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the centre manager.

### **Cancellations**

17. If payment is not received as described above, the booking will automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should Our Lady's deem that any block booker is continually abusing the block booking system in anyway, then Our Lady's will retain the right to cancel that block booking with a minimum of 7 days notice in writing.
18. The Management group reserve the right to refuse admission, or to evict, any person from the facility.
19. Should Our Lady's Sports Centre require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Our Lady's will inform any block bookings affected with a minimum of 7 days notice in writing.
20. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
21. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
22. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to Sports Centre Manager, Our Lady's Sports Centre, Alworth Road, Blackley, Manchester, M9 0RP.
23. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Sports Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

### **Charges**

24. Our charges are listed overleaf. Charges include use of communal changing accommodation, showers, floodlights, electricity, water, gas and VAT.

### **Booking Time**

25. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
26. The schedule of date & time, room and equipment to be let must be indicated on this form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

### **Photographs**

27. From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing.
28. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

### **Liability**

29. Our Lady's Sports Centre will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Our Lady's High School. Anyone entering or using the facility does so at his or her own risk, and the Management group accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide to the school. Any accidents that do occur should be noted in the facility accident book.

### **Supervision**

30. If you organise a child's team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

### **Footwear**

31. Players should wear appropriate footwear. Please see our Code of Conduct form for further details.

### **Receipts**

32. Receipts for hire of equipment must be retained in order to receive a refund. Teams are responsible for all equipment while on hire - any lost or damaged equipment must be replaced.